CLINIC ADMINISTRATOR RESUME

Career Objective:

Looking for work as a Clinic Administrator to help increase the efficiency and help the organization to meet their long-term goals.

Summary of Qualifications:

- Remarkable supervisory experience in managed care setting
- Sound knowledge of the behavioral health care processes
- Wide knowledge of health care administration and business administration
- Familiarity with clinic policies, procedures and processes
- Ability to identify and resolve any problem arising in the clinics
- Ability to interact with physicians and employees at all levels throughout the organization
- Ability to deal effectively with quickly changing circumstances and situations
- Proficient with patient database software such as EMR
- Skilled in training the staff in required work area

Work Experience:

Clinic Administrator, November 2007 – Present
Massage Envy, Houston, TX

- Prepared the sales reports, payrolls, maintained the records for back supplies and inventory.
- Maintained the clinic environment to the guests liking, responsible for the massage therapy staff.
- Trained the sales staff to achieve all retail goals given to them.
- Provided various services such fixing appointments and greeting the guests.

Clinic Administrator, December 2001 – October 2007
Swedish Physician Division, Houston, TX

- Maintained the clinic operations in coordination with the Medical director of the facility to ensure the smooth functioning of the clinic.
- Designed strategies and policies with the assistance of the top management of the clinic to increase it proficiency.
- Prepared the clinic budget, maintained the customer and staff satisfaction.
- Trained the staff to deal with everyday activities of the clinic, supervised the staff and reviewed their performance on a regular basis.
- Developed new programs and strategies for the clinic to increase the number of patients to the clinic in accordance to the laws.

Education:

Bachelor's Degree in Healthcare Administration, Utah State University, Logan, UT

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