
DEPARTMENT ADMINISTRATOR RESUME

Objective:

Looking for work as a Department Administrator within the organization in order to advance and grow in the industry.

Qualifications:

- Remarkable experience in office administration
 - Sound knowledge of budgeting and cost for operational analysis
 - Outstanding knowledge of the accounting, purchasing and bookkeeping procedures
 - Ability to administer the work of the technical and non-technical personnel
 - Ability to organize projects
 - Ability to keep the information confidential
 - Familiarity in computer systems such as MS Office
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Experience:

Department Administrator, November 2007 – Present
University of Michigan, Greenwood, MS

- Planned the department's fiscal budget and the various other related financial functions of the department.
- Planned the development of the facility such as the expansion of the facility, relocation and acquiring new equipments to achieve the objective of the facility.
- Developed new policies and procedures to ensure efficiency in the patient care.
- Consulted in the working of other divisions and Foundation Departments that are outside the foundation.

Department Administrator, December 2001 – October 2007
Medical College of Wisconsin, Greenwood, MS

- Monitored the business and administrative processes of the school facility, ensured the effective delivery of the services.
 - Coordinated with the other school and university offices.
 - Studied and interpreted the policies to manage complex administrative problems.
 - Supervised the staff and managed the front desk operation for the department.
 - Prepared the financial reports for the department and planned the budget accordingly.
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Education:

Bachelor's Degree in Business Administration, Finlandia University, Hancock, MI

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