
Facility Administrator Resume

Job Objective

To form a lasting relationship with a well established organization by using my education and past experiences as a Facility Administrator.

Highlights of Qualifications:

- Huge knowledge of program objectives, policies, correctional laws and applicable court orders
 - Deep knowledge of principles of career development and advancement programs
 - Familiarity with office and telephone procedures and time management methods
 - Amazing leadership and administrative ability
 - Outstanding ability to guide, direct and coordinate work
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Professional Experience:

Facility Administrator
Prairie Ridge Assisted Living, Washington, IL
November 2007 – Present

- Outlined and imparted leadership and established relationships with the client departments.
- Administered activities of facility functions.
- Supervised work of other employees.
- Oversaw compliance with established facility methods.
- Extended adequate facilities, space and equipment.
- Imparted proper safeguards and carried out scheduled physical inspections.
- Handled policy matters and evaluated proposals.

Facility Administrator
DaVita Corp, Washington, IL
December 2003 – October 2007

- Aided operations and Billing functions.
 - Managed assembly, organization and maintenance of patient medical records.
 - Handled light secretarial duties and administered financial transactions.
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Education:

Bachelor's Degree in Business Administration
Carnegie Mellon University, Pittsburgh, PA

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