
Health Services Administrator Resume

Job Objective

Looking for work as a Health Services Administrator today in order to further advance my skills in the industry.

Highlights of Qualifications:

- Remarkable experience in administrative and supervisory position
 - Huge knowledge of healthcare management
 - Deep knowledge of health care planning and personal selection
 - Familiarity with word processing and spreadsheets as well as health services management
 - Amazing ability to interact positively with client, patients, staff and management team
 - Outstanding ability to resolve problem quickly
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Professional Experience:

Health Services Administrator
Correct Care Solutions, Vonore, TN
November 2007 – Present

- Administered healthcare delivery system.
- Handled budget and financial performance.
- Supervised facility operational plan and activities of assigned staff.
- Coordinated with CMS Human Resources and the client.
- Managed orientation of Correctional Medical Services personnel.
- Corresponded Medical Audit Committee.

Health Services Administrator
Presbyterian Homes and Services, Vonore, TN
December 2003 – October 2007

- Administered operations of clinical services unit.
 - Imparted direct patient care and administrative supervision.
 - Coordinated with Chief and Field Operations.
 - Assisted Clinical Director and managed clinical related activities.
 - Formulated fiscal year budget proposals.
 - Outlined management reports as required.
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Education:

Bachelor's Degree in Nursing
Manhattan College, Riverdale, NY

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