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## Healthcare Administrator Resume

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### Job Objective

Healthcare Administrator with excellent skills and past experience seeking position with organization to help enhance profits and gain new clients.

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### Highlights of Qualifications:

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- Remarkable experience in human resources and management
  - Huge knowledge of medical office and federal and state labor law
  - Deep knowledge of professional development activities
  - Familiarity with military structures and MS Office
  - Amazing ability to multitask
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### Professional Experience:

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Healthcare Administrator  
Surgical Care Affiliates, LLC, Manchester, NH  
November 2007 – Present

- Managed development and implementation of projects.
- Corresponded with multiple departments.
- Aided as designee with decision-making committees.
- Acted as mentor to other team members.

Healthcare Administrator  
Sun HealthCare Group, Manchester, NH  
December 2003 – October 2007

- Enforced departmental policies and procedures.
  - Administered staff and formulated work schedules.
  - Evaluated organizational operating practices.
  - Imparted training opportunities and reviewed employee performance.
  - Supervised coordination of patient care.
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### Education:

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Bachelor's Degree in Healthcare Administration  
Messenger College, Joplin, MO

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