
Hospice Administrator Resume

Job Objective

Seeking a position as a Hospice Administrator where my skills will continue to grow and develop so I can enhance my training in the field.

Highlights of Qualifications:

- Remarkable experience in administrative and supervisory capacity
 - Huge knowledge of working for certified hospice agency
 - Deep knowledge of Hospice management and business administration
 - Familiarity with clinical disease entities
 - Amazing ability to grow census
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Professional Experience:

Hospice Administrator
Silverado Hospice, Willoughby, OH
November 2007 – Present

- Managed overall development of Hospice Agency.
- Handled budgeting, analysis and purchasing.
- Administered installation of improved work methods.
- Analyzed existing policies and procedures.
- Established standards and methods.
- Formulated yearly budget and monitored annual program analysis.

Hospice Administrator
Life Choice Hospice, Willoughby, OH
December 2003 – October 2007

- Managed coordination of patient care services.
 - Administered coordination of interdisciplinary team.
 - Analyzed qualified personnel and patient care.
 - Corresponded Hospice program functions.
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Education:

Bachelor's Degree in Healthcare
Southwest University, Kenner, LA

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