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# HOSPITAL ADMINISTRATOR RESUME

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## Summary:

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A highly motivated individual with years of experience as a hospital administrator; possesses strong interpersonal skills; ability to handle training programs and manage staff teams; has the capacity to adjust in a fast changing environment; ability to handle conflict with different groups; has outstanding communication skills

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## Professional Experience:

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Hospital Administrator January 2007 – Present  
ABC Hospital, Los Angeles, CA

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## Responsibilities:

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- Supervised administrative services for the hospital's public health care program
- Handled hospitalization for indigents and low-income patients
- Resolved administration conflicts and issues
- Coordinated all administrative details in the hospital
- Coordinated in providing support services for the hospital
- Supervised ward secretaries, administration staff and other personnel

Hospital Administrator May 2004 – December 2006  
Brandon & McMahon Hospital, Los Angeles, CA

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## Responsibilities:

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- Provided training to the juniors and oriented them with hospital rules and regulations
- Coordinated with the suppliers and doctors and ensured that a good relationship is maintained
- Supervised the performance of the hospital and developed new strategies to improve performance standards
- Developed reports and documents for budgeting and expenditure control
- Resolved all conflicts with the employees in the department
- Assessed the needs of the hospital staff and ensured availability of supplies and medical equipment

Hospital Administrator February 1999 – May 2001  
East Bay Hospital, Los Angeles, CA

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## Responsibilities:

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- Supervised administrative services for the hospital's public health care program
- Handled hospitalization for indigents and low-income patients
- Resolved administration conflicts and issues
- Coordinated all administrative details in the hospital
- Coordinated in providing support services for the hospital
- Supervised ward secretaries, administration staff and other personnel

Hospital Administrator May 2004 – December 2006  
Brandon & McMahon Hospital, Los Angeles, CA

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## Education:

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Bachelor's Degree in Business Administration  
University of California, 1999

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## Skills:

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- Outstanding communication skills
  - Strong experience in supervising management teams
  - Office administration, bookkeeping and scheduling skills
  - Client relationship management skills
  - Training, management and motivational skills
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## Awards and Affiliations:

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Member, American Hospital Association  
Member, State Hospital and Healthcare Association

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