
Hospital Director Resume

Job Objective

To obtain a responsible position as Hospital Director where my past work experience will be beneficial.

Highlights of Qualifications:

- Strong accomplished management experience in hospital environment
 - Extensive knowledge of knowledge of hospital and professional services reimbursement systems
 - Sound knowledge of functioning of hospitals, emergency departments and ambulatory care clinics
 - Familiarity with federal and state hospital compliance laws, rules, regulations and guidelines
 - Skilled in supervising, coaching and training hospital staff
 - Strong leadership, analytical, and organizational skills
 - Excellent communication and interpersonal skills
 - Uncommon ability to analyze and assess needs in medical informatics and education programs
 - Outstanding ability to develop and sustain strong hospital, business leader relationships
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Professional Experience:

Hospital Director, August 2005 – Present
Bedford Memorial Hospital, Grand Island, NE

- Recommended policies governing financial control and accounting practices.
- Established and maintained sound financial control and reporting systems covering all operations.
- Conducted long-range financial planning.
- Overseen all managers and assured effective and productive team.
- Managed all veterinarians in regard to production, scheduling and effectiveness.
- Ensured that appropriate accounting records are maintained on all assets, liabilities, and transactions.
- Managed marketing projects, training and customer service.

Hospital Director, May 2000 – July 2005
Stevens Hospital, Grand Island, NE

- Developed and maintained appropriate cash flow projections and controls.
 - Developed and maintained suitable procedures for controlling and valuing inventories.
 - Participated in the analysis of financing requirements; developed and recommended appropriate methods of financing.
 - Administered all insurance activities, including recommendations regarding the determination of risk and the placement of coverage.
 - Ensured that accounting practices are in accordance with the requirements of regulatory bodies.
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Education:

Bachelor's Degree in Health Care Administration, North Georgia College & State University, Dahlonega, GA

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