
Long Term Care Administrator Resume

Job Objective

To be given an opportunity to exhibit my Long Term Care Administrator skills and use my knowledge to contribute to the growth of the organization.

Highlights of Qualifications:

- Remarkable experience working in logistics administration position
 - Huge knowledge of nursing home facilities
 - Amazing ability to manage under pressure
 - Outstanding ability to handle timelines
 - Superior organizational and communication skills.
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Professional Experience:

Long Term Care Administrator
LTC Recruiting, Inc., Houston, TX
November 2007 – Present

- Handled in and out bound calls.
- Managed office administration and logistics information.
- Aided data entry and dispatch operations.
- Assisted in stock operations and coordinated in bus team.
- Coordinated with clients and followed up on requests.
- Imparted correct documentation for shipment.

Long Term Care Administrator
Golden Living Centers, Houston, TX
December 2003 – October 2007

- Formulated customer quotations and tender documents.
 - Outlined purchase orders and handled order confirmation.
 - Authorized shipping documents and aided customer demands.
 - Managed orders internally and externally.
 - Assessed customer's credit limits.
 - Carried out Contract reviews.
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Education:

High School Diploma
Roncalli High School, Indianapolis, IN

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