
Medical Officer Resume

Job Objective

Highly motivated Medical Officer seeking an opportunity to aid the advancement of the organization and make positive contributions to the business.

Highlights of Qualifications:

- Remarkable experience in Hospice and Palliative concept of care
 - Deep knowledge of medical staff organization
 - Huge knowledge of diverse lifestyles and family structures
 - Familiarity with Palliative Care and JCAHO Standards
 - Thorough knowledge of clinical medicine and the procedures and techniques
 - Ability to ensure medical record is updated
 - Ability to work closely with allied health professions
 - Ability to provide effective interdisciplinary health care services
 - Excellent leadership and inter-personal skills
-

Professional Experience:

Medical Officer

Northwestern Medical Center, Brooklyn, NY

August 2005 – Present

- Aided Executive Director and in formulation of reports.
- Imparted assistance to senior staff members.
- Managed requests submitted by research institutions.
- Coordinated in national and international activities.
- Handled special assignments from Executive Director.

Medical Officer

Providence Health & Services, Brooklyn, NY

May 2000 – July 2005

- Managed new patient and scrutinized previous records.
 - Formulated history sheet and administered respective consultant and nursing staff.
 - Maintained ward module and carried out rounds with respective consultants.
 - Monitored investigations and traced their results.
 - Outlined treatment sheets and managed patient complaints.
-

Education:

Bachelor's Degree in Health Administration

Mercer University, Macon, GA Master's Degree in Health Administration

Brooklyn College, Brooklyn, NY

[Build your Resume Now](#)