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## Nurse Administrator Resume

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### Job Objective

Looking for work as a Nurse Administrator within the organization in order to advance and grow in the industry.

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### Highlights of Qualifications:

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- Remarkable experience in patient care
  - Huge knowledge of senior living and long term care
  - Profound knowledge of personnel management
  - Amazing ability to supervise provision of Family Practice services
  - Outstanding ability to enforce Federal, State and local regulations
  - Superior planning and organizational skills
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### Professional Experience:

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Nurse Administrator

Beaver Dam Community Hospitals, Inc, Charleston, SC

November 2007 – Present

- Managed clinical operations of Nursing Department.
- Coordinated with Patient Care Directors.
- Aided as consultant to staff.
- Handled planning, enforcement and analysis of short and long-range goals.
- Evaluated staff compliance with regulatory and hospital needs.

Nurse Administrator

Mayo Clinic, Charleston, SC

December 2003 – October 2007

- Managed all aspects of patient care.
  - Carried out audits on patient's charts.
  - Administered and analyzed services rendered by departments.
  - Handled distribution and utilization of personnel.
  - Resolved staffing issues and aided staff.
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### Education:

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Bachelor's Degree in Nursing

Kennesaw State University, Kennesaw, GA

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