
Nursing Home Administrator Resume

Job Objective

Looking for work in this field with the position as a Nursing Home Administrator in order to practice my learned skills.

Highlights of Qualifications:

- Highly experienced as assistant nursing home administrator
 - Huge knowledge of Long-Term Healthcare
 - Deep knowledge of reimbursement regulations
 - Familiarity with finance, human resources and team building
 - Amazing ability to interpret financial records
 - Outstanding ability to deal with personnel
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Professional Experience:

Nursing Home Administrator
SunBridge Healthcare, Manchester, NH
November 2007 – Present

- Assured compliance with legal guidelines.
- Computed annual budget for facility.
- Evaluated monthly performance of facility.
- Oversaw that employee performance meets expectations.
- Maintained and submitted records.
- Formulated required forms and documents.

Nursing Home Administrator
Borgess Medical Center, Manchester, NH
December 2003 – October 2007

- Handled overall facility operations.
 - Administered factors that affect the budget.
 - Formulated marketing strategy and headed internal team.
 - Enforced new business opportunities.
 - Implemented company safety and infection control policies.
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Education:

Bachelor's Degree in Healthcare Administration
Oakland City University, Oakland City, IN

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