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## Nursing Home Assistant Administrator Resume

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### Job Objective

Seeking a position as a Nursing Home Assistant Administrator where my skills will continue to grow and develop so I can enhance my training in the field.

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### Highlights of Qualifications:

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- Remarkable experience in performance management
  - Huge knowledge of reimbursement regulations
  - Deep knowledge of laws, regulations and guidelines
  - Amazing ability to interpret financial records
  - Outstanding ability to interpret policies
  - Superior interpersonal and conflict resolution skills
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### Professional Experience:

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Nursing Home Assistant Administrator  
HCR ManorCare, Bloomfield, CT  
November 2007 – Present

- Administered facility's programs and operations.
- Established written policies and aided department directors.
- Aided recruitment of department directors, supervisors and consultants.
- Formulated annual budget for facility.
- Assessed monthly performance of facility.
- Computed required forms and documents.

Nursing Home Assistant Administrator  
Delta Health Group, Inc, Bloomfield, CT  
December 2003 – October 2007

- Administered overall facility operations.
  - Managed factors that affect the budget.
  - Enforced effective marketing strategy.
  - Analyzed new business opportunities.
  - Implemented company safety and infection control policies.
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### Education:

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Bachelor's Degree in Nursing  
Slippery Rock University, Slippery Rock, PA

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