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## Practice Administrator Resume

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### Job Objective

Seeking opportunity to improve my skills within this field and in a position as a Practice Administrator with your organization.

### Highlights of Qualifications:

- Highly experienced as Practice Administrator
- Huge knowledge of federal, state and local health regulations
- Deep knowledge of organizational policies and fiscal management techniques
- Familiarity with health care administration systems
- Amazing ability to use varied computer systems and handle confidential information
- Outstanding ability to maintain effective relationships

### Professional Experience:

Practice Administrator  
Concentra Inc., Bellwood, IL  
November 2007 – Present

- Monitored Operations and Site Managers.
- Administered assessment, development and roll out of training.
- Aided as Project Manager and analyzed governing bylaws.
- Supervised work force planning and development.
- Maintained confidentiality policies and formulated budgets.
- Carried out financial analysis.

Practice Administrator  
Southcoast Health System, Bellwood, IL  
December 2003 – October 2007

- Handled day-to-day activities.
- Administered patient schedules and practice expenses.
- Managed installation and enforcement of electronic MR system.
- Administered submission of claims.
- Oversaw accounts payable, payroll and banking.
- Upgraded appearance of facilities.

### Education:

Bachelor's Degree in Health Services  
Wesleyan College, Macon, GA  
Master's Degree in Health Administration  
Southeastern University, Lakeland, FL

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