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## Public Health Administrator Resume

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### Job Objective

To form a lasting relationship with a well established organization by using my education and past experiences as a Public Health Administrator.

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### Highlights of Qualifications:

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- Remarkable experience in Public Health Policy Administration
  - Huge knowledge of contract procurement and public programs development
  - Deep knowledge of event planning and MS Office
  - Familiarity with community health promotion and desk-top publishing
  - Amazing ability to communicate public health theories
  - Outstanding ability to manage profitable relationships
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### Professional Experience:

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Public Health Administrator  
Riverside Health System, Corpus Christi, TX  
November 2007 – Present

- Computed annual agency budget.
- Analyzed routine financial and program service reports.
- Outlined bi-weekly payroll by auditing employee time sheets.
- Administered activities of employees.
- Maintained agency accounts and aided purchase of goods and services.

Public Health Administrator  
CA Prison Health Care, Corpus Christi, TX  
December 2003 – October 2007

- Participated in meetings at local, regional and state level.
  - Recruited staff of agency.
  - Managed local Board of health meeting.
  - Established program of public relations.
  - Analyzed work performance of employees.
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### Education:

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Bachelor's Degree in Public Health Administration  
Sisseton Wahpeton College, Village, SD

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