

RESUMEDS

8888 Alvarado Street, Los Angeles, California 90026 234.567.8888 contact@resumeds.com

NURSING HOME ADMINISTRATOR

QUALIFICATIONS PROFILE

Extremely competent, results-oriented, and highly organized professional, with outstanding skills and experience in management and operations, healthcare administration, and human resources.

Skilled at establishing rapport and confidence while building strong and lasting relationships with a diverse group of individuals and patients. Armed with outstanding talents in planning, prioritization, and goal-setting skills to achieve operations outcome. Equipped with high-caliber management qualifications in developing and implementing effective strategies and plans. Effective at communicating with all levels of patients, staff, and healthcare professionals.

RELEVANT EXPERIENCE

RESUMEDS, LOS ANGELES, CA | JAN 2013–APR 2014

Human Resources/Staffing Coordinator

Human Resources

- Rendered oversight to all human resources functions, including recruitment and termination; employee benefits; code of conduct enforcement; tracking and issuance of all disciplinary actions; and security of all employee files in state and federal compliance

Healthcare Administration

- Organized the daily staffing and designated assignment in various work areas for a nursing home, with a 124 bed capacity

Career Accomplishments:

- ✓ Gained 4% reduction on staff overtime hours, from 7% to 3%, within the span of eight weeks, thereby achieving 5th ranking for the facility out of 44 buildings
- ✓ Earned nomination as the Employee of the Month for exemplifying exceptional work performance

Administrator-in-Training

Healthcare Administration

- Performed daily rotations in all departments, which included Administration, Nursing, Human Resources, Business Office, Marketing, Admissions, Activities, Dietary, and Social Service
- Leveraged expertise in policies and procedures and their applicability to federal, state, as well as local health and safety laws and regulations
- Effectively managed and monitored the budget; accounting procedures; reimbursement; communication between departments; daily census activity; admissions procedure; and staffing patterns
- Assumed full responsibility in overseeing community relationships; nutrition and sanitation; quality assurance programs; infection control; and emergency preparedness

Human Resources

- Facilitated the hiring of employees, including interview and orientation

Career Accomplishment:

- ✓ Led the successful reorganization of the Human Resource Department, while effectively leading staff of a 124 bed facility and pioneering a computerized application process

RESUMEDS, LOS ANGELES, CA | SEP 2004–DEC 2012

Nuclear Medicine Technologist

Patient Care and Assistance

- Served as an outstanding customer satisfaction advocate, responsible for providing quality care and ensuring patient safety
- Provided expert leadership, counseling, and professional ethics to all patients

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Management and Operations

- Took charge of the systematic procurement, preparation, quality control, and intravenous administration of radiopharmaceuticals
- Oversaw the operations and maintenance of gamma cameras while utilizing exceptional knowledge of nuclear medicine procedures and physics
- Executed extensive radiation safety and protection; radionuclide therapy; as well as generator elution and kit preparation

Clinical Site Coordinator

Site Coordination

- Guaranteed active attendance on quarterly meetings with the site clinical coordinators as well as the nuclear medicine program director and instructor for updates and suggestions

Leadership and Supervision

- Conducted direct monitoring of the student clinical rotations, which included development of their competencies in all nuclear medicine imaging procedures
- Organized clinical schedules and assessed student technologists based on their knowledge on patient care, imaging procedures, radiation safety, and processing technique

OTHER EXPERIENCE

RESUMEDS, LOS ANGELES, CA | FEB 1999–AUG 2003

Account Officer

EDUCATION

Bachelor of Radiological Information Technology (Nuclear Medicine) • Aug 2004
KENT STATE UNIVERSITY, SALEM CAMPUS, SALEM, OH

Bachelor of Science of Criminal Justice
THE UNIVERSITY OF AKRON, AKRON, OH

LICENSE

Passer, **Federal Board Exams (Nursing Home Administrator Licensure)** • Aug 2014

PROFESSIONAL DEVELOPMENT

Core of Knowledge, Certificate of Completion • Mar 2013
FISHER BUSINESS COLLEGE, COLUMBUS, OH | OHIO STATE UNIVERSITY, COLUMBUS, OH

Cardiopulmonary Resuscitation (CPR) Certified

PROFESSIONAL AFFILIATIONS

American Registry of Radiologic Technologists (ARRT)
Nuclear Medicine Technology Certification Board (NMTCB)
Ohio Department of Health

TECHNICAL ACUMEN

ADAC Pegasys | Jetstream | Windows | Microsoft Office | Care Pathways
Network Management Information System (NMIS) | Kronos | Everify | Caretracker
Picture Archiving and Communication System (PACS) | Electronic Privacy Information Center (EPIC)