**Hospital Administrator Manager Resume Template**

**Penelope G. Smith**

Main St., Scottsdale, Arizona

Phone:  480-576-9876

[smithpg@ycmail.com](mailto:smithpg@ycmail.com)

**Objective**

To become a hospital administrator in charge of accounting and purchasing in a medium sized children’s hospital

**Summary of Qualifications**

* About 7 years of experience as an administrator, first assigned in the logistics and then to patient care in a large metropolitan hospital
* Excellent administrative, people management and organizing skills
* Excellent written communication skills in English and Spanish

**Career Experience / Job History**

**2004 – Present:  Administrator, Patient Care, Holy Cross Hospital**

* Cause the publication and distribution of hospital care services literature and brochures to patients, relative and guests.
* Ensure patient Medicare, HMO and other health insurance benefits can be availed of
* Coordinate with purchasing, hospital pharmacy and inventory administration to ensure that there’s adequate materials and medication for hospital patients
* Conduct meeting with hospital management to review and revise hospital patient care procedures and the implementation of emerging health care treatment and monitoring systems and appliances.
* Ensure that patient records are updated and properly filed in the hospital database system.

**Education**

2005 – 2007:  Master in Healthcare Administration, University of Phoenix, Arizona campus

2001 – 2003:  Bachelor of Arts in Business Administration, DeVry University, Arizona

**Professional reference will be furnished upon request.**