

SAMPLE RESUME – HEALTHCARE ADMINISTRATION

(Entry Level)

Format: Chronological

Career and Counseling Services, University of Houston – Clear Lake

JOE WILSON

2432 Sun Lane

El Paso, Texas 42434

Home: (459) 222-2535

Office: (459) 222-1365

EDUCATION

Bachelor of Science – Healthcare Administration

May 1998

University of Texas at El Paso, El Paso, Texas

- Recipient, Healthcare Administration Scholarship, 1996-1998
- President, Healthcare Administration Student Organization (HCSO), 1997

Associate of Arts – General Business

May 1995

Arizona College, Phoenix, Arizona

EXPERIENCE

El Paso General Hospital, El Paso, Texas

May 1995 - Present

Emergency Room, Senior Desk Clerk

- Coordinate schedule for 4 desk clerks
- Assist Emergency Room supervisor in evaluation of desk clerks
- Perform initial intake for all emergency room patients
- Assist triage nurse as needed
- Update hospital record for emergency room patients
- Maintain and order needed supplies for intake desk

El Paso General Hospital, El Paso, Texas

January - May 1998

Administrative Intern

- Developed marketing plan for revamped volunteer program
- Coordinated scheduling for and participated in JCAH (Joint Commission on Accreditation of Hospitals) preparation meetings
- Coordinated Founders Day Gala to include dinner for 300 hospital and community members
- Served on newly appointed hospital ethics committee

Community Hospital, Phoenix, Arizona

September 1993 - May 1995

Surgical Orderly

- Transported patients to and from surgery
- Stocked surgical supplies
- Answered surgical desk phone

TECHNICAL SKILLS

Working Knowledge of Lotus 1-2-3, Excel, Microsoft Word, Microsoft Access