

# **SAMPLE RESUME – HEALTHCARE ADMINISTRATION**

## **(Entry Level)**

**Format: Chronological**

*Career and Counseling Services, University of Houston – Clear Lake*

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### **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