

## **Susan McKinnon**

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New Parkland, CA 91010

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### **Professional Summary**

Organized and accomplished Administrative Officer with 11 years of experience leading the administrative operations of a major health care system. Ensured focused and successful delivery of an array of wellness and therapeutic services designed to meet patient needs in balance with the business objectives of the organization. Proficient in supervision of administrative teams systemwide in human resource, information technology, marketing, finance and clinical departments.

### **Highlights**

- Exceptional customer service
- Expert level Microsoft skills
- Champion of organizational policies
- Accomplished and motivating leader
- Strong administrative talent
- Bilingual in Spanish
- Payroll system proficiency
- Strong vendor contract negotiator

### **Work Experience**

December 2003 to Present Sonus Healthcare System-New Cityland, CA Administrative Officer

- Led business functions in the administration department of large health care system.
- Enabled informed business decisions throughout the organization by provision of relative research, analytics and data.
- Negotiated and managed contracts, vendor relationships, real estate agreements, equipment leases and other resources.
- Recruited, onboarded and supervised administrative workers in multiple departments.
- Managed procurement and inventory for office supplies, equipment and services.
- Ensured full compliance in all employee travel and expense reports.
- Administered and managed budgets to maintain financial security of the organization.
- Prepared and reconciled banking statements.
- Managed distribution of invoices and bills to appropriate departments for initial review and approval toward payment.
- Administered employee files, personnel records, benefits programs and risk management assessments.
- Attended training sessions, workshops, events and trade shows as directed.
- Administered employee recognition programs, evaluated nominations and awarded designations and benefits.

### **Education**

2002 University of Cityland, New Cityland, CA Bachelors Degree, Business Administration