**George N. Robert**

3004 Hart Ridge Road

Rogers City, MI 49779

Phone: 989-351-0047

Email: gnrobert@freemail.com

**Career Objective:**

Looking for an assistant administrative job at “St. George Hospital,” to support in the daily operations of the facility and provide quality and efficient healthcare services to patients.

**Summary of Skills:**

* In-depth knowledge of health care administrative services and management
* Familiar with the administrative policies and guidelines of hospital service
* Excellent communicator with strong management and organizational skills
* Skilled in building and maintaining good rapport with patients and hospital staff
* Superior time management, coordination, and problem solving skills
* Ability to handle stress and work independently or with minimal supervision

**Work Experience:**

Assistant Administrator

Metro Hospital, Rogers City, MI

October 2014 - Present

* Drafting and distributing letters and emails to concerned departments
* Collecting and passing phone messages and couriers to respective personnel
* Typing and proofreading contents on policy of the facility and medical treatment procedures
* Coordinating with department heads and supporting them with their needs of clinical and stationery supply
* Scheduling interviews and making training arrangements for new employees
* Reviewing and recommending changes in policies and procedures

Assistant Administrator

City Clinic, Rogers City, MI

March 2013 - September 2014

* Maintained allocation details of resources required for delivery health care
* Resolved complaints of housekeeping, laundry, kitchen, and other departments
* Contributed in organizing outreach programs to help the community
* Assisted in the development and implementation of objectives and goals
* Worked with the IT department and installed the latest software in health care management
* Contributed in the fundraising activities, and supervised volunteers and personnel

**Education:**

* Bachelor's Degree in Business Administration
Tuna University, Rogers City, MI
2012

**Reference:**

On request.