**Thomas Smith**

29 Bayberry Court

Gateway, GA 30372

Contact: 304-555-5698

Email: thomas.smith@example.com

**Career Objective**:

To gain a challenging position as a clinic administrator and provide leadership, direction and administration and ensure accomplishment organizational objective in a prestigious health care organization.

**Summary of Skills**:

* More than three years of professional experience in health care management
* Extensive knowledge of health care administration, clinic philosophy and policies and operating procedures
* Familiar with fiscal management systems and human resource management practices
* Skilled in developing and maintaining effective relationship with staff, senior management, and patients
* Possess excellent communication, judgment, problem solving and decision making skills
* Knowledge of basic operating systems like Word processor, Spreadsheet and the Internet
* Excellent supervisory skills and has the ability to work under pressure

**Summary of Work History**:

Organization: Mac Health Care, Georgina

Duration: June 2013 till date

Designation: Clinic Administrator

* Direct, supervise and coordinate specific functions and activities of the clinic, including policies, procedures and human resources
* Support medical director in the development and marketing of new health care services
* Promote the provision of high-quality and cost-effective health care services to the patients
* Coordinate with administrative and medical staff to ensure compliance with the standards and regulations of the clinic
* Review operational policies and recommend solutions and change to the medical director
* Maintain professional affiliations and enhance professional development to keep pace with the trends in health care administration

Organization: WellMed Clinic, Georgina

Duration: August 2011 to May 2013

Designation: Assistant Clinic Administrator

* Handle the tasks of assisting clinic administrator in overseeing and managing the daily operations of the clinic
* Responsible for answering phone calls, setting appointments, and greeting visitors
* Perform responsibilities of creating and maintaining the work schedules of staff
* Responsible for maintaining cleanliness of therapy rooms, common areas and store room
* Manage clinic budget to ensure financial viability in the absence of the clinic administrator
* Create positive relations with patients and staff as well as perform other duties as assigned

**Educational Summary**:

* Achieved Bachelor's degree in Business Administration   
  University of Georgina in the year 2010

**Reference:**

On request.