**Samantha W. Lewis**

2526 O Conner Street

New York, NY 10004

Phone No: 781-564-2913

Email: samanthalewis@anymail.com

**Career Summary:**

Highly-professional and talented Hospital Administrator with a solid experience in managing or coordinating healthcare services and creating an environment of excellent clinical quality and patient satisfaction. Possess strong technical, leadership, multi-tasking, and communication skills as well as basic understanding of medical terminology.

**Summary of Skills:**

* Strong leadership and team-working skills to oversee staff activities, and deliver best care possible
* Ability to stay up-to-date with the new laws and regulations as well as advancements in medical terminology
* Ability to adapt to a fast-paced and dynamic work environment as well as the ability to produce high-quality results even under pressure or tough conditions
* Ability to think quickly and strategically in order to achieve organizational goals and objectives
* Effective problem-solving skills to solve various administrative challenges, including work issues or staff disputes
* Strong organizational skills with ability to handle multiple tasks simultaneously and within strict deadlines
* Proficiency with MS Office Suite applications as well as using various coding, billing software, and EHR system
* Effective communication and interpersonal skills to motivate healthcare personnel as well as maintain strong working relationships with them
* Excellent data entry skills with the ability to maintain high degree of confidentiality and accuracy.

**Work Experience:**

Hospital Administrator

UCLA Health Center, New York, NY

October 2016 - Present

* Working closely with senior healthcare professionals and management team to ensure highest quality care for patients, and a work environment that encourages employment growth
* Overseeing hiring, selecting, training, and development activities of clinical and administrative staff as well as encouraging them to perform efficiently and effectively for smooth functioning of the hospital
* Monitoring a hospital wide system of internal review and quality improvement programs as well as ensuring all aspects of the hospital are in compliance with established policies and procedures, local, state and federal laws as well as with licensing and accreditation standards
* Ensuring the facility is fully equipped with appropriate supplies and materials to effectively deliver quality healthcare services
* Informing and advising management personnel regarding current trends, regulatory changes, issues, and various activities in healthcare to facilitate effective and efficient policy making
* Monitoring and accurately processing and updated unit and patient records such as transcription of doctors' orders, discharge or disposition codes, computer data entries, medical records, identification labels, etc.
* Reviewing monthly financial statements and assisting with the preparation of quarterly and annual budget, operation plans and forecasting
* Suggesting cost-effective strategies or alternatives as well as allocating funds within the budget for special cases

Junior Hospital Administrator

Jackson Health Group, New York, NY

December 2014 - September 2016

* Organized work flow, solved problems of healthcare staff and patients as well as managed multiple ongoing priorities with minimal supervision
* Operated and maintained office machines such as computers, fax machines and printers as well as maintained variety of medical equipment
* Solved patients' issues as well answered queries from doctors, nurses and other healthcare staff members in a very professional manner
* Assisted in initiating and implementing effective policies and procedures to accomplish hospital's goals, programs and objectives
* Maintained an orderly environment that facilitated access to supplies, manuals and other resource information
* Performed various duties of senior administrator in their absence that included preparing effective work schedules, monitoring performance of administrative staff, and training new employees
* Helped in resolving conflicts or disputes between employees, and maintained a positive work environment
* Attended various meetings as required as well as participated in many workshops, seminars or educational programs to enhance professional growth
* Maintained confidentiality of employee and patient records as well as computer security codes or other sensitive information

Hospital Administrative Assistant

Wellington Community Medical Center, New York, NY

February 2013 - November 2014

* Performed a variety of clerical duties as directed by Administrator in accordance with established healthcare procedures and policies as well as regulatory requirements
* Took patients' medical histories and collected their blood and urine samples for analysis in laboratory
* Helped patients fill out insurance forms as well as assisted in processing insurance payments
* Followed all safety rules and regulations as well as reported all accidents promptly, and corrected minor safety hazards
* Typed all correspondences for the Administrator and other healthcare professionals in a timely manner while maintaining their confidentiality and accuracy
* Monitored office supplies and medical equipment as well as informed management for their maintenance and repair if needed
* Maintained monthly calendar for various administrative as well as healthcare personnel as required
* Scheduled meetings, appointments and events as well as attended meetings as directed and recorded minutes
* Answered, screened and forwarded phone calls as well as sorted and distributed daily incoming mails
* Demonstrated flexibility to perform other duties, including assisted with patient care as assigned.

**Education:**

* Bachelor's Degree in Healthcare Administration  
  New York University, New York, NY  
  2012

**Reference:**

On request.