

Alex Morgan

alex.morgan@email.com | (123) 456-7890 | LinkedIn: linkedin.com/in/alexmorgan | City, State

PROFESSIONAL SUMMARY

Experienced Healthcare Administrator with 7+ years managing operations, compliance, and staff within busy clinical environments. Adept at optimizing workflows, ensuring regulatory compliance, and fostering positive patient experiences.

PROFESSIONAL EXPERIENCE

Healthcare Administrator

Sunrise Health Clinic, City, State | July 2020 – Present

- Supervise 35+ administrative and clinical staff across multi-specialty departments
- Implement new EMR system resulting in 20% increase in efficiency
- Manage patient scheduling, billing, and compliance with HIPAA regulations

Assistant Administrator

City General Hospital, City, State | August 2016 – June 2020

- Coordinated accreditation processes and quality assurance audits
- Oversaw administrative budgeting and vendor management
- Trained new staff on hospital policy and electronic records system

EDUCATION

Master of Healthcare Administration (MHA)

University of City | 2016

Bachelor of Science in Health Services

State College | 2014

CERTIFICATIONS

Certified Healthcare Administrator (CHA)

Lean Six Sigma Green Belt

SKILLS

Healthcare Operations

EMR Management

Patient Relations

Compliance & Accreditation

Budgeting

Staff Leadership

Process Improvement