**Objective** Dedicated CMM and CHAM Healthcare Administrator with over 3 years’ experience in hospital and health center management. Expert in hospital logistics and currently saving $40,000 a year in hospital budgets and overseeing and coordinating the care of more than 150 patients.

John Galford

Healthcare Administrator

54 Corbett Road, San Francisco, CA 94100

**Nationality**: American

**DOB**: Jun 23 1985

**T:** (551) 123-7676

**M:** j.galford@email.com

**L:**  [linkedin.com/](http://linkedin.com/chloeanderson)johngalford

**Experience** **St Hubert`s Hospital — Hospital Administrator – Seattle, WA — 2019 – 2020**

Reviewed the coordination of care for over 150 patients.

Ensured hospital processes follow HIPAA regulations and safety codes.

Liaised with 5 other department heads weekly to maintain efficiency.

Oversaw the hiring of 20 new nurses over 6 months.

Identified improvements that saved $40,000 a year in hospital expenditure.

 **Yahgtree Health Center — Healthcare Administrator – Seattle, WA — 2017 – 2018**

Managed schedules for 20+ general practitioners.

Led program to upgrade the center’s EHR system improving site efficiency by 20%. Prepared 6 detailed reports every month on health center performance.

Identified and interviewed prospective new doctors, nurses, and administrative staff. Created safety awareness program following the latest OSHA advice.

**Education** **BSc Healthcare Administrator – University of Texas — Austin, TX — 2017 – 2020**

 Achieved a 3.5 GPA Relevant coursework: Patient Care, Hospital Payroll, Healthcare Law, Informatics

**Skills** Insurance and benefits negotiation | Hospital logistics | Health law and ethics Leadership | Business administration | Data analysis | Budgeting | Communication

**Certifications** Certified Medical Manager (CMM)

Certified Healthcare Access Manager (CHAM)