**Frank P. Olson**

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**Career Objective:**

Looking for a business administrator position at “Fair Health Center,” to oversee all managerial functions and operations happening in the center and ensure quality care to the people.

**Summary of Skills:**

* Knowledge of healthcare administration and operating procedures
* Excellent knowledge of working with computer and using office equipment
* Strong supervisory, leadership, and organizational skills
* Ability to read, write, and speak in English and French language
* Experienced in developing and implementing business strategies
* Thorough understanding of human resource and accounts department practices
* Familiarity with government regulations related to healthcare business

**Work Experience:**

Business Administrator

Clear and Fine Clinic, Sykesville, MD

June 2014 - Present

* Working closely with managers of entire department and monitoring their work
* Fulfilling requests of managers related to computer system for enhancement in work
* Listening and resolving problems of staff and vendors as per importance and priority
* Reviewing operations of the center and ensuring regulations compliance
* Helping HR department in creating training programs and hiring policies
* Assisting the finance department in budget preparation and business forecast

Business Administrator

Four Pillar Hospital, Sykesville, MD

January 2012 - May 2014

* Collected and analyzed operational data of all the department and prepared reports
* Performed annual evaluation on staff performance and provided raise in salary for outstanding performance
* Reviewed and made changes in department policies and facility's objectives
* Designed forms for collecting feedback from patients and improved service
* Managed day-to-day operations of the administration department
* Handled budget and vendor management effectively and reconciled issues

**Education:**

* Bachelor's Degree in Business Management  
  Unique University, Sykesville, MD  
  2011

**Reference:**

On request.