**Jesus D. Morris**

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**Career Objective:**

Interested in working as a clinical administrator with "Maximus Hospital," to provide administrative support and quality health care services to clients.

**Summary of Skills:**

* Excellent knowledge of administrative work related to healthcare environment
* Experience of handling responsibilities concerned with daily administration
* Strong organizational, prioritizing, and computer skills
* Skilled in liaising with distributors, vendors, and contractors
* Ability to handle and lead a team of housekeeping, maintenance, and kitchen departments
* Proficient in coordinating with the HR, accounts, and nursing departments

**Work Experience:**

Clinical Administrator

MedTech Clinic, Hudson, OH

October 2014 - Present

* Planning and executing effective administrative policies
* Identifying and improvising service delivery opportunities
* Monitoring billing system and ensuring regulatory compliance
* Supervising administrative, maintenance, housekeeping, and kitchen staff
* Taking backup of billings, invoices, and inventory stock
* Filling and submitting requisition to the purchase department on behalf of all the units

Clinical Administrator

Healing Hands Clinic, Hudson, OH

March 2013 - September 2014

* Supervised quality improvement process and collected clients feedback
* Ensured fair billing practice is applied and no issues cropped up
* Inspected and improvised safety measures inside and outside of the clinic
* Initiated and enforced policies on curbing workplace harassment
* Negotiated with contractors on prices for providing cleaning and maintenance services
* Hired and made training arrangements for clinical staff

**Education:**

* Bachelor's Degree in Health Administration
Hudson University, Hudson, OH
2012

**Reference:**

On request.