**Tommy T. Steinberg**

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Chicago, IL 60652

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**Career Profile:** Seeking an opportunity as a Medical Administrator to utilize my skills and knowledge in a renowned health organization.

**Professional strengths:**

* Diverse knowledge of medical standards and procedures
* Well-acquainted with the norms and standards of Medical Administrator
* Excellent command over spoken and written communication in English
* Familiar with tools to perform medical related tasks
* Excellent management and organizational skills
* Proficient in basic operating systems like Microsoft Excel, Word, PowerPoint and the Internet Explorer

**Educational Qualifications:**

Master's degree in Medical Administrator from University of Chicago in the year 2004

Bachelor's degree in Health Science from XYZ Science Institute, Chicago in the year 2001

**Saint Mary Health Care, Chicago**

2007 till date

Medical Administrator

* Handled the tasks of coordinating, supervising and managing daily activities of the entire medical facility
* Managed activities related with patients operations, financial operations and solved personnel issues
* Worked directly with patients and staff to maintain appropriate standards and practices of the health organization
* Handled the tasks of scheduling, staffing, record-keeping, accounting and maintenance of necessary supply levels
* Supervised pharmaceutical staff members to ensure that pharmaceutical materials are kept on hand

**ABC Hospital, Chicago**

2004 to 2006

Assistant Medical Administrator

* Handled the charge of scheduling and conforming appointments with patients
* Prepared and administered medications as per the guidance of the concerned physicians
* Maintained proper hygiene of the equipment and treatment rooms
* Performed the tasks of collecting biological specimen and send it to the pathologist for diagnosis
* Assisted physician in conducing diagnosis and treatment procedures by handing the medical equipment
* Handled the tasks of maintaining financial records and ensured timely clearance of debit/credit activities

**Areas of Interest:**

To improve the quality of care for the patients in the heath care organization

**Personal Details:**

Name: Tommy T. Steinberg
Date of Birth: 04/12/1978
Employment Status: Full time
Relationship status: Married

**Reference:**

Will be furnished upon request