

 (555) 123-4567

 sarah.thompson@email.com

 Springfield, IL

EDUCATION

Master of Health Administration (MHA)

University of Illinois at Chicago, Chicago, IL

Graduated: May 2013

Bachelor of Science in Nursing (BSN)

Illinois State University, Normal, IL

Graduated: May 2008

Certifications

- Licensed Nursing Home Administrator (LNHA), Illinois, 2015
- CPR and First Aid Certification, renewed June 2023

SKILLS

- Leadership and Team Management
- Regulatory Compliance
- Financial Management
- Quality Improvement Initiatives
- Resident and Family Engagement

SARAH THOMPSON

NURSING HOME ADMINISTRATOR

PROFESSIONAL SUMMARY

Dedicated Nursing Home Administrator with over 12 years of experience in long-term care settings, specializing in operational management, regulatory compliance, and staff development. Proven track record in enhancing resident satisfaction and improving overall care quality.

EXPERIENCE

- June 2017 - Now

Nursing Home Administrator

Maple Grove Nursing Home / Springfield, IL

- Oversee daily operations of a 150-bed facility, ensuring compliance with state and federal regulations.
- Lead a team of 80+ staff members, focusing on training, performance management, and professional development.
- Implemented a new quality improvement program that resulted in a 25% increase in resident satisfaction scores.

- July 2013 - May 2017

Assistant Administrator

Sunny Meadows Care Center / Bloomington, IL

- Assisted in the management of operations and financial performance of a 120-bed facility.
- Developed and maintained relationships with residents, families, and community stakeholders.
- Managed the budget and financial reporting processes, reducing operational costs by 15%.

PROFESSIONAL AFFILIATIONS

- 2018 - Now / Member

Illinois Healthcare Association

- 2016 - Now / Member

American Health Care Association