

 (555) 123-4567

 joseph.buchanan@email.com

 Springfield, IL

EDUCATION

Master of Healthcare Administration (MHA)

University of Illinois, Urbana-Champaign, IL

Graduated: May 2010

Bachelor of Science in Nursing (BSN)

University of Illinois, Urbana-Champaign, IL

Graduated: May 2006

Certifications & Licenses

- Licensed Nursing Home Administrator (LNHA), Illinois Department of Public Health, Issued: June 2011
- Certified Nursing Home Administrator (CNHA), American College of Healthcare Administrators, Issued: August 2012
- CPR and First Aid Certified, Issued: January 2023

SKILLS

- Strategic Planning & Leadership
- Budget Management & Cost Control
- Regulatory Compliance & Quality Assurance
- Staff Development & Retention
- Patient Care & Satisfaction

JOSEPH BUCHANAN

LICENSED NURSING HOME ADMINISTRATOR

PROFESSIONAL SUMMARY

Dedicated and results-driven Licensed Nursing Home Administrator with over 15 years of experience leading healthcare teams, ensuring regulatory compliance, and improving patient care standards. Adept at managing daily operations, budgeting, and maintaining high standards of care.

EXPERIENCE

- January 2015 - Now

Licensed Nursing Home Administrator

Springfield Care Center / Springfield, IL

- Lead a team of 75+ healthcare professionals in a 150-bed facility, improving patient satisfaction scores by 15%.
- Develop and implement policies that result in a 20% reduction in staff turnover.
- Manage annual budgets exceeding \$5 million, ensuring effective resource allocation without compromising patient care.
- Oversee compliance with state and federal regulations, achieving consistent survey results with zero deficiencies.
- Foster relationships with local hospitals and physicians to enhance patient care and referral processes.

- August 2010 - December 2014

Assistant Nursing Home Administrator

Haven Hills Rehabilitation Center / Urbana, IL

- Assisted in the management of a 120-bed nursing facility, supporting the Administrator in overseeing operations and ensuring regulatory compliance.
- Supervised a team of 50 staff members, including nurses, caregivers, and support staff.
- Developed and managed training programs for new hires, improving staff retention by 18%.

PROFESSIONAL AFFILIATIONS

- 2020 - Now / Member
 - Member, Illinois Healthcare Association (IHCA)
 - Member, American College of Healthcare Administrators (ACHCA)