



# Emily Johnson

Nursing Home Administrator

## CONTACT

555) 345-6789

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Cleveland, OH

## EDUCATION

### Bachelor of Science in Public Health

Ohio State University, Columbus, OH

Graduated: May 2024

### Certifications & Licenses

- CPR and First Aid Certified, Issued: March 2024
- Nursing Home Administrator Licensing (Pending)
- Health Services Management Certification (HSMC), American College of Healthcare Executives (Pending)

## PROFESSIONAL SUMMARY

Enthusiastic and compassionate Entry-Level Nursing Home Administrator with a Master's in Health Administration and a strong desire to contribute to the healthcare community. Eager to apply my leadership skills, healthcare knowledge, and dedication to quality care to improve resident services and support the operations of a skilled nursing facility.

## EXPERIENCE

### Nursing Home Administrator Intern 2023 - 2023

#### Cleveland Rehabilitation and Care Center - Cleveland, OH

- Supported the daily operations of a 120-bed facility, gaining hands-on experience in staff management, patient care services, and regulatory compliance.
- Assisted in developing new staff onboarding procedures that reduced training time by 15%.
- Conducted audits on patients and quality of care metrics, assisting with process improvements that led to a 5% increase in overall resident satisfaction.

### Healthcare Administrative Assistant 2022 - 2023

#### St. Mary's Medical Center - Cleveland, OH

- Provided administrative support to the healthcare team, handling scheduling, billing, and record-keeping.
- Participated in patient intake processes and coordinated with staff to ensure timely care delivery.

## SKILLS

Staff Coordination & Management ★★★★★

Regulatory Knowledge & Compliance ★★★★★

Patient Care & Experience ★★★★★

Data Analysis & Reporting ★★★★★

## LEADERSHIP EXPERIENCE

### President

#### Case Western Reserve University Health Administration Association (2023-2024)

- Led initiatives to promote awareness of healthcare issues and collaborated with peers to organize networking events with industry leaders.