[Your Full Name]

Healthcare Administrator

[City, State] | [Phone] | [Email] | [LinkedIn or portfolio URL]

Professional Summary

[Your role] with [experience or training] in [specialty]. Skilled in [two relevant skills] with a record of [truthful achievement]. Seeking to contribute to [target role or team].

Core Skills

Scheduling, HIPAA, medical billing, EHR, communication, Excel, leadership

[Keep only skills you have and add relevant terms from your target job.]

Professional Experience

[Job title] | [Employer] | [City, State] | [Month Year to Month Year]

- Coordinated operations for [number] providers or departments.
- Reduced appointment delays by [percentage] through [workflow change].
- Improved [billing, compliance or service metric] using [specific action].

[Previous role, internship or relevant volunteer experience]

- [Your contribution, action and measurable outcome.]

Education

[Degree or qualification] | [Institution] | [City, State] | [Graduation year]

[Relevant coursework or honors if useful.]

Training and Certifications

[Healthcare administration qualification] | [Provider] | [Year]

[Compliance or billing training] | [Provider] | [Year]