

Aisha Patel

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SUMMARY

Dedicated and results-driven Hospital Administrator with over 6 years of experience in healthcare management. Proven track record in enhancing operational efficiency and improving patient care through strategic initiatives and data-driven decision-making.

EXPERIENCE

Assistant Hospital Administrator

Jan 2022 - Present

Sunrise Medical Center, Houston, TX

- Implemented a new patient scheduling system that reduced wait times by 30%, leading to a 15% increase in patient satisfaction scores.
- Managed a budget of \$5 million, identifying cost-saving opportunities that resulted in a 10% reduction in operational expenses over 12 months.
- Coordinated cross-departmental teams to streamline patient discharge processes, decreasing average discharge time by 20%.

Healthcare Operations Analyst

Jun 2018 - Dec 2021

Greenwood Health Services, Dallas, TX

- Developed and maintained dashboards to track key performance indicators, contributing to a 25% improvement in hospital throughput.
- Led training sessions on new electronic health record (EHR) system, resulting in a 40% reduction in documentation errors.
- Conducted data analysis which identified trends leading to a 15% decrease in readmission rates.

Administrative Coordinator

Aug 2016 - May 2018

City General Hospital, Austin, TX

- Assisted in the management of hospital operations, contributing to a 20% increase in patient flow through process optimization.
- Facilitated communication between departments, which improved project completion rates by 35%.
- Organized community health initiatives that increased local engagement and awareness by 50%.

EDUCATION

Bachelor of Science in Health Administration

May 2018

Texas A&M University, College Station, TX • GPA: 3.7

SKILLS

Technical Skills: Healthcare Management, Budgeting & Forecasting, Data Analysis, Patient Care Coordination

Tools & Frameworks: Epic EHR, Tableau, Microsoft Excel, Lean Six Sigma