

REGINA BUTCHER

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Compassionate and dedicated licensed Nursing Home Administrator, flexible and adaptable in changing environments. Recognized for ability to build and maintain cohesion and meaningful working relationships with leadership, staff, residents, families and external partners. Streamlines administrative processes to increase efficiency.

EDUCATION & ACCOMPLISHMENT

Licensed Nursing Home Administrator | Connecticut | 2021

Certification | NY State Citizen Public Health Leader | CORNEIL UNIVERSITY | 2021

M.S., Health Services Administration | HOFSTRA UNIVERSITY, Hempstead, NY | 2019

B.S., Business Administration | LEHMAN COLLEGE, Bronx, NY | 2017

EXPERIENCE

NORTHWELL HEALTH | MANHASSETT, NY | 2015 – Present

Administrative Support Coordinator | 2019 – Present

Administrative Support Associate | 2015 - 2019

- Review, propose and develop internal policies and procedures to ensure high standards organization wide.
- Ensured all staff were educated on all policies and procedures.
- Built strong relationships with senior management and hiring managers to enable systematic decision making across the team.
- Analyzed policies as required to meet shared goals.
- Tracked and reported metrics, identified trends, and established recruiting goals to meet business candidates.
- Generated HRIS operations reports using MS Excel to analyze and forecast company diversity.
- Oversaw employee engagement and ensured it meet organization goal.
- Collaborated with Manager of HR and Directors of service line to administer operations analysis and reporting.

FAIRVIEW NURSING CARE CENTER | QUEENS, NY | **Administrator-in-Training** | 2020

To meet the requirements for my Nursing Home Administrator License, participated in a full-time Administrator in Training board-approved internship. Under the oversight on New York State Department of Health, the direct supervision of a qualified LNHA and in a qualifying nursing facility, actively worked within Administration, Fiscal Management, Human Resources, Social Services, Nursing, Operations, Food/Nutrition, Rehabilitative Services and other vital departments on a rotational basis.

WELLIFE NETWORK | FLUSHING, NY | **Care Coordinator** | 2014-2016

OLD NAVY | JAMAICA, NY | **Supervisor** | 2013-2016

AFFILIATIONS

*American College of Long Term Care Administrators (ACHCA) | Diversity & Inclusion Committee Secretary
LeadingAge Connecticut | Student member*