Mariam Marie Jalloh

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PROFESSIONAL SUMMARY \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Passionate Healthcare Administration dedicated to providing comprehensive care and administrative support for patients. Skilled at coordinating benefits and services with medical providers, managing internal database and information systems, and processing and organizing medical records. Specializes at maintaining and monitoring supply and inventory. Extensive knowledge in healthcare policy and procedure, client’s rights and patient-centered care. Successful at understanding markets, key business, decision, and financial operations.

SKILLS\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Trained in HIPPA, accomplice Filing systems expertise

Microsoft office proficiency  Type 60 WPM

Strong interpersonal skills  Service-oriented

Records management professional  High accuracy

Human resources. Budgeting and scheduling  
 Logistics and coordination Database management  
 Supply and inventory Information retrieval  
 Documentation and filing Hard-working  
 Problem solving

WORK HISTORY\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

HEALTHCARE ADMINISTRATION

**Loudoun Co. Gov. Leesburg, VA**

**Residential Supervisor**

**Department of Mental Health & Addiction** 2019 Present

* Respond to provider, client or family inquiries or requests.
* Handled multiples tasks in a timely manner
* Planned and coordinated logistics and materials for board meetings, committees’ meetings and staff events.
* Answers and managed, incoming and outgoing calls while recording accurate messages.
* obtained signatures for financial documents and internal and external invoices.
* Assistant in the maintenance of medical charts and electronic medical records.
* Prepare patience chat accordingly and neatly for the clinic.

HEALTHCARE ADMINISTRATION

**Community Concepts, Inc.**

**Woodbridge, VA**

**Program Manager/ Operation Manager**

2017- 2019

* Completed budgetary and scheduling duties for major hospital functions and events  
  Monitored and managed information systems for security and stability
* Create treatment plan based on individual goals; monitor and review client progress; support with skill building to promote independence.
* Routinely monitor staff training, personnel files, incident reports, individual support plan goals, behavioral support plans, and other support documents.

HEALTHCARE ADMINISTRATION

**Gabriel Home**

**Reston Virginia**

**Supervisor**

1. – 10-2017

* Maintained and monitored the supply of medical equipment, tools, documents, and other accessories. Organized and processed medical documentation, inputted information into internal database, managed and monitored status of database.
* Coordinated with medical suppliers, providers and insurance companies to provide care and resource.
* Perform necessary administrative record keeping, ensuring confidentiality; develop and maintain a cooperative and collaborative relationship with family members and other support services while advocating for residents needs and desires.

**SERVICE SOURCE INC**

**Chantilly, Virginia**

**COMMUNITY INTEGRATION SPECIALIST** 2009 – 2014

* Monitor client progress through case notes, complete Special Incident Reports as needed.
* Recognize unusual or threatening conditions related to residents and resolve issues.
* Plans (ISP) Ensured compliance with all State and Federal regulatory guidelines,
* Provided active engagement and support for all individuals assigned in the community
* Provided and maintained accurate information and documentations for the PCP, quarterly reports, and daily notes.

EDUCATION | CERTIFICATIONS | TRAINING

**STRATFORD UNIVERSITY** **Alexandria Virginia**

 Bachelor of Science in Healthcare Administration June 2021