

# Assessment Coordinator

# ROBERT SMITH

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## Objective

Motivated, personable business professional with secondary education. Talent for quickly mastering technology. Diplomatic and tactful with professionals and non-professionals at all levels. Accustomed to handling sensitive, confidential records. Demonstrated history of producing accurate, timely reports meeting stringent business guidelines.

## Skills

PowerPoint, Microsoft Office Excel, Microsoft Office Word.

## Work Experience

### Assessment Coordinator

**ABC Corporation** - March 2012 - December 2012

- Initiated a high volume of inbound and outbound calls to prospective participants in the Maternity Program.
- Provided an overview of the program and respond to questions about enrollment, encourages the immediate assessment of enrolled participants.
- Obtained all demographic information on new participants and input into the computer to initiate medical records.
- Responsible for entering participant data from incoming faxes, emails, and other document ensuring all participant and client information is documented and logged in the appropriate systems.
- Assemble participant and physician letters and modules for mailing.
- Monitored call flow of Healthcare Management flow through CRM Management software.
- Trained staff on new software processes based on organizational needs.

### Assessment Coordinator

**Delta Corporation** - 2009 - 2012

- Advise 6 assessment counselors across 2 facilities Coordinate level of care assessments by assisting referral sources & managing assessors schedules .
- Administered crisis intake assessments Diagnosed incoming patients and reported results to psychiatrists on staff Aided in admitting patients to .
- Assessed students with various computer software Solicited financial support Provided student assessment data and analyze student data Coordinated .
- December 2014 - March 2015 Work with NAEP Project (National Assessment of Educational Progress).
- Coordinate with schools, organize paperwork, administer classroom tests.
- Follow protocol.
- Supervise Administrative Associates.

## Education

