

Program Coordinator/Assistant Administrator

ROBERT SMITH

Phone: (123) 456 78 99
Email: info@qwikresume.com
Website: www.qwikresume.com
LinkedIn: linkedin.com/qwikresume
Address: 1737 Marshville Road,
Alabama.

Objective

Goal-oriented Administrator dedicated to high levels of customer satisfaction and meeting aggressive business goals. Ambitious and determined with specialized knowledge in Healthcare Administration and facility operations.

Skills

Ability to provide excellent patient care by doing prompt and accurate assessments, admissions, and procedures. Supervisory experience with RN's, LPN's, and CNA's, as well as coordinating daily care and schedules for patients. Self Motivated and able to perform duties with out supervision.

Work Experience

Program Coordinator/Assistant Administrator

ABC Corporation - May 2014 - April 2015

- Administer bedside or personal care, such as ambulation or personal hygiene assistance.
- Prepare and maintain records of client progress and services performed, reporting changes in client condition to manager or supervisor.
- Perform healthcare-related tasks, such as monitoring vital signs and medication, under the direction of registered nurses or physiotherapists.
- Plan, shop for, or prepare nutritious meals or assist families in planning, shopping for, or preparing nutritious meals.
- Participate in case reviews, consulting with the team caring for the client, to evaluate the clients needs and plan for continuing services.
- Operate office equipment, such as fax machines, copiers, or phone systems and arrange for repairs when equipment malfunctions.
- Complete forms in accordance with company procedures.

Assistant Administrator

ABC Corporation - 2012 - 2014

- Planning and implementation of programs for the club members
- Developed a mentoring and tutoring program for the students
- Performed general clerical duties to include, but not limited to, bookkeeping, copying, faxing, mailing and filing
- Coordinated and maintained records for staff, office space, telephones, parking, company debit card & office keys
- Created and modified documents such as invoices, reports, memos, letters and financial statements using word processing, spreadsheet, database and/or other presentation software such as Microsoft Office, QuickBooks or other programs
- Responded to inquiries & organized community events and activities Assisted in special events, such as fundraising activities and the annual meeting
- Maintained records in compliance with state and federal laws

Education

Bachelor of Science - (Everest University - Tampa, FL)