

# MIA TAYLOR

## Assisted Living Director

support@qwikresume.com (23) 456 7899 Los Angeles  
www.qwikresume.com



### PROFESSIONAL SUMMARY

Results-driven Assisted Living Director with extensive experience in managing daily operations of senior living facilities. Expertise in staff training, resident care coordination, and community outreach. Strong leadership skills with a focus on improving quality of life for residents while ensuring compliance with state regulations. Passionate about creating a nurturing atmosphere that promotes independence and dignity.

### WORK EXPERIENCE

Assisted Living Director  
Seaside Innovations  
Apr / 2020-Ongoing  
Santa Monica, CA

1. Conduct monthly staff training sessions to ensure compliance with state regulations and enhance care quality.
2. Regularly assess staff performance, providing constructive feedback and development opportunities.
3. Manage medication administration and ensure accurate documentation of resident care.
4. Monitor resident health and well-being, promptly addressing concerns with appropriate healthcare professionals.
5. Collaborate with home health agencies to deliver integrated care solutions for residents.
6. Oversee resident assessments, staff scheduling, and chart documentation to ensure efficient operations.
7. Implement policies and procedures to maintain a safe and supportive living environment.

Assisted Living Director  
Summit Peak Industries  
Apr / 2018-Apr / 2020  
Denver, CO

1. Engage with potential residents and families to convert inquiries into admissions, enhancing community occupancy rates.
2. Lead promotional activities to market programs and services, generating new resident leads.
3. Review application materials for accuracy, ensuring a streamlined admissions process.
4. Execute the marketing plan, including event planning and direct mail campaigns, to boost community visibility.
5. Supervise daily operations, managing employee relations and performance to ensure high standards of care.

### EDUCATION

Bachelor of Science in Health Administration  
University of Health Sciences  
Apr / 2016 - Apr / 2018  
Portland, OR

Focused on management practices in healthcare settings.

### SKILLS



### INTERESTS

- Home Brewing Wildlife Conservation
- Running Public Speaking

### STRENGTHS

- Willingness Wisdom
- Zeal Ingenuity

### LANGUAGES



### ACHIEVEMENTS

- Implemented a resident feedback system that increased satisfaction scores by 30%.
- Developed a staff training program that improved compliance rates by 25%.