Robert Smith

Care Supervisor

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SUMMARY

Seeks to obtain a permanent career that provides challenging assignments as well as growth opportunities that will motivate to contribute to the productivity of the company and further develop skills.

SKILLS

Microsoft Office, Technical Plan Execution, Fast Learner, Detail-Oriented, Organized.

WORK EXPERIENCE

Care Supervisor

ABC Corporation - July 2010 – December 2013

- Strengthened relationships with health care providers, caregivers, social workers, and clients.
- Operate as primary liaison for 60 clients and respective staff, including scheduling, assessing complaints, and verifying payer source.
- Teaching the clients everyday living skills.
- Making a positive impact on the clients lives.
- Seeing change and progress in each client.
- Manages case enrollments, assignments, transfers, and dis-enrollments.
- Provides leadership with multi-agency clinical directors workgroup to assure that staffing, billing, and interagency processes are working effectively.

Care Supervisor

Delta Corporation - 2007 – 2010

- Strengthened relationships with health care providers, caregivers, social workers, and clients.
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- Provides leadership with multi-agency clinical directors workgroup to assure that staffing, billing, and interagency processes are working effectively.

EDUCATION

Business Administration with a Concentration in Marketing - 2016(Strayer University-Maryland - Charlotte, NC)

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