ROBERT SMITH

Associate. Placement Coordinator

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Main objective is to have the opportunity to put my education and skills to good use. Focused and career-minded individual. Excellent customer service skills as well as experience. Easily adaptable and eager to succeed. Believe that have the skills are looking for.

EXPERIENCE

Associate. Placement Coordinator

ABC Corporation - DECEMBER 2015 – AUGUST 2016

- Interview, drug test, and place individuals in a career that suits both parties.
- Ensure all new hire paperwork is complete and accurate according to federal regulations.
- Increased our profit margin while increasing our headcount of clients.
- Kept extensive records of all aides and patients, ass to preferences and needs.
- Evaluate current programs for effectiveness and implement improvements.
- Develop and maintain successful relationships with new and existing clients to ensure all their staffing needs are met.
- Assist job seekers in their search for employment by providing resume evaluations and coaching proper interview techniques.

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ABC Corporation - 2012 – 2015

- Arranging patient discharges to skilled nursing facilities for short term rehab, long term care, pallative or hospice.
- Dischages consists of patients from the hospital floor, Physiciatric floor, and Moss Acute care.
- Management of a placement database (Moss Rehab, Skilled Nursing Facilities, and Einstein Hospital) Communicating with familes and patients of discharge coordination.
- Provides alternate levels of care for Einstein population Experinece with monthly and daily reports to asses Length of stay and departmental needs.
- Works with knowledge of anatomy and physiology, medical terminology, ICD-9CM coding.
- Insurance verifications, obtaining prior authorizations, and benefit eligibility.
- Database entry and management Working in reducing readmissions and length of stay Ability to work with other personnel, strong communication skills, attention to detail, ability to multitask Maintain

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patient confidence and protect operations by keeping information confidential.

EDUCATION

- BS

SKILLS

Microsoft Office,Computer Skills, Typing 50 Wpm, Communication Skills, Team Building, Team Leadership.