

Resident Program Coordinator

ROBERT SMITH

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Objective

Forward-thinking experienced business owner/massage therapist looking to transition into a career focused on my personal philosophy No aging adult left behind; as well as utilizes my many years of human relation-focused professionalism and strong background in aging adult non-medical needs, marketing, scheduling, and customer service. I possess the ability to work with clients of varying ages, personalities, cultures and disabilities while conducting a high degree of expertise and diplomacy with a genuine caring for all those involved.

Skills

Customer Service, Fundraising, Microsoft Office, Organization, Social Media, Order Management, Cost Reduction, Electronic Calendars, Event Planning.

Work Experience

Resident Program Coordinator

ABC Corporation - August 2007 - February 2014

- Focused on clients issues and concerns, maintain communication among school, work, parents, and nurses.
- Participated in client reviews and interdisciplinary teaming.
- Managed daily client activities and transportation.
- Ensured compliance with clients Plan File.
- Monitored clients checking account and cash to ensure appropriate and responsible use.
- Served as front line advocate for client interests, needs, and community integration.
- Submitted program recommendations to Program Director.

Resident Program Coordinator

Delta Corporation - 2005 - 2007

- Attend continuous management training, including demented care seminars Organize daily activities for 65 residents with varying levels of dementia .
- Planned, coordinated, & facilitated daily activities for 35 residents Participated in Care Plan Meetings for residents Provided daily life enrichment .
- Intake coordinator Providing on-going case management and overseeing resident activity Gaining communication skills through one on one meetings with .
- Started here as a volunteer when i was in high school now im 28 years old love my job as a resident programs coordinator im just looking.
- Help people willing to do anything to make the client happy.
- Every morning getting residents together to do exercise, then planning out everyday activities and events for the residents to attend.
- Able to get new outings also getting residents that dont usually come to activities have been coming out alot more.

Education

BA