

# Robert Smith

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## Scheduling Coordinator I

### SUMMARY

5+ years of experience as a Scheduling Coordinator. I am a dependable self-starter with motivation to complete tasks in a timely and accurate manner. Excellent interpersonal communication skills enable multi-tasking independently as well as with others.

### SKILLS

Microsoft Office, Payroll, Attendance Tracking, Well Organized, Time Management, Creative, 10 Key Proficient, Ability To Adapt To Change, and Effective Communication.

### WORK EXPERIENCE

#### Scheduling Coordinator I

ABC Corporation - September 2015 - Present

- Responsible for scheduling 150 nursing staff in three different areas of the facility including health and rehabilitation, assisted the living, and independent living.
- Creating and implement two-week schedules, by factoring in paid time off and leave of absence for all nursing staff.
- Assisting the human resources manager in the hiring process of nursing and supervisory staff.
- Assisting the human resources manager and other departments with nursing staff who have FMLA and working with their schedule obtain staff coverage was needed to administer corrective actions as needed to employees that do not adhere to the union contract.
- Keeping track of all employees attendance in a database to determine what type of disciplinary action they should receive.
- Assisting the human resources manager with disciplinary action should consistent attendance not be obtained.
- Scheduling and maintaining the top-level schedule for ice cream machine manufacturing company.

#### Childcare Provider/Supervisor

ABC Corporation - September 2014 - August 2015

- Assist preschool and kindergarten teachers with classrooms, including reading, writing, and mathematics.
- Create childcare projects including, art, games, and inside/outside activities.
- Creating monthly schedules for children attending and not attending for the month.
- Advise children in healthy habits such as eating, resting, sharing and sanitary practices.
- Encourage children to participate in recreational activities.
- Instruct children to organize and store toy materials to ensure order in activity areas.
- Experience helping children with special needs.

### EDUCATION

Bachelor Of Science in Business Management - 2014(Herzing University)HS- (DeForest High School)Certified Nursing Assistance - (Madison College - Madison, WI)