

ROBERT SMITH

Staff Coordinator III

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

Interested in a clinical or administrative position, Experience using Clear Care Scheduling software is a plus. Must also take the phone after hours (nights/weekends/holidays) on a rotating basis to handle any scheduling issue that may arise.. Must have love for older people and be able to show respect in word and deed.

CORE COMPETENCIES

Computer Certification CPR/ First aid Event Planning home health aide.

PROFESSIONAL EXPERIENCE

Staff Coordinator III

ABC Corporation - January 2006 – September 2007

Key Deliverables:

- Approved time sheet and requests for time off.
- Trained and oriented new employees.
- Ensured employees had appropriate work assigned to them.
- Managed the office staff in the absence of the Director.
- Sourced and made selection of the most qualified candidates and created job descriptions with appropriate duties.
- Addressed and resolved concerns and complaints.
- Evaluated performance and recommended performance awards and merit increase.

Staff Coordinator

Delta Corporation - 2004 – 2006

Key Deliverables:

- Do scheduling for for a facility with a census between 100-130 residents which includes RN, LPN, CNA, and EA positions for three shifts.
- Also keep budgets for all medical supplies which includes ordering and inventory control.
- Responsible for coordinating staff hours, learned marketing skills by setting appointments for contracts and referrals.
- Displayed a professional interest in employment by showing up everyday, being punctual, and following all policy and procedure.
- This is Dummy Description data, Replace with job description relevant to your current role.
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EDUCATION

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- Master of Public Administration in Public Administration - (University of Baltimore - Baltimore, MD)