

ROBERT SMITH

Fitness And Wellness Coordinator

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Fitness And Wellness Coordinator with 10 years of supervisory experience in a health setting. Proven management skills that produce positive outcomes in decision-making. Knowledgeable of budgeting processes. Highly effective written and verbal communication skills. An extremely motivated registered and licensed Fitness And Wellness Coordinator with a strong work ethic.

EXPERIENCE

Fitness And Wellness Coordinator

ABC Corporation - 2006 - 2014

- Essential duties and responsibilities include but not limited to the coordination, scheduling, documentation of and tracking all state and contract required medical, dental, vision, psychiatric services, and immunizations for residents to ensure compliance.
- Continuous monitoring of all prescription and OTC medications that are dispensed to residents, train and monitor direct care staffs in medication competency while providing continuous support for staff.
- Oversee medication logs and conducts audits for compliance.
- Conduct resident educational classes relating to including STDs, dental hygiene, and personal hygiene, nutrition to remain in compliance with COA and Eagle accreditations.
- Develop and initiate educational programs to teach basic health and disease prevention for residents and staff; Basic CPR and First Aid trainer for staff.
- Provide medical assessment to residents, staff, and visitors providing emergency first aid treatment and make additional referrals if needed.
- Maintain professional relationships with medical providers, schools, parents, case managers.

Medical Wellness Coordinator

Brookdale Senior Living - 2004 - 2006

- Participate in the delivery of services to members to ensure excellence.
- Create a positive environment where everyone feels welcome, and encourage and motivate others to become more involved.
- Responsible for wellness center floor equipment maintenance, repair, and cleanliness
- Emphasizes customer service, facility cleanliness, dress code, abiding by and enforcing all facility policy and procedures, and upholding the highest standards of performance to promote the 's culture of honesty, professionalism, and genuine concern.
- Aggressively covers the floor during assigned shift.

- Consistently approach members while exercising, review and update their fitness goals to ensure they are making improvements in their fitness routine.
- This is Dummy Description data, Replace with job description relevant to your current role.

EDUCATION

- Fitness And Wellness Coordinator - 2002

SKILLS

Bilingual, Quick Learner, Cash Handling, Responsible, Motivated, Enthusiastic.