ROBERT SMITH

Wellness Manager

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Highly qualified Wellness Manager professional with years of experience at a Fortune 500 Company. Brings experience in program management, budget management, vendor management, process improvement, training programs, event planning, and administrative support and leadership. Ability to collect, analyze, and interpret data. Proactive and goal-focused with a proven track record for taking the initiative to improve policies, processes, and programs resulting in efficiency and cost-savings.

EXPERIENCE

Wellness Manager
ABC Corporation - MARCH 2010 – OCTOBER 2011

- Certified Corporate Wellness Coach.
- Managed, designed, and implemented policies, procedures, and programs to improve health and overall well-being for employees.
- Led cross-functional efforts for vendor selection for a $3M cafeteria renovation.
- Collected and organized data that helped to support the performance reporting process.
- Spearheaded all research initiatives including surveys, focus groups, tastings/events, and interviews.
- Developed creative solutions to complex administrative issues to improve operations.
- Achieved a 25% reduction in injuries and lost work time by restructuring the Industrial Athlete Training Program for Roasting Plant partners.

Wellness Manager
Delta Corporation - 2009 – 2010

- Responsible for employee wellness program for 7,500 insurance company employees Annual strategy; on-site biometric screenings and health assessment .
- Managed a group of 20 peers, which included oversight of a payroll database and scheduling Organized and presented multiple training programs to a .
- Develop and manage schedules of classes as well as instructors and staff Handle telephone calls, emails and online inquires Sign up new members.
- Wheeling Park District Maintain a budget and exceed budget goals Hire and train employees to provide memorable experiences for our members Manage.
- Healthy New Albany is an innovative collaboration of medical, fitness, social and educational services provide guidance and support to help.
- As the Wellness Manager, I support the development and

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implementation of health programming and community infrastructure to promote all aspects of.

- Oversee personal care staff Assessment of residents Work closely with Physicians, Pharmacies and communicate effectively change in condition.

EDUCATION

- BA

SKILLS

Professional Writing, Management, Computer, Computer.