

# ROBERT SMITH

## Interim Executive Director

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

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### SUMMARY

Core competencies include: Long-Term Care Planning Organizational Leadership Cost Reduction & Avoidance Staff Training & Development Program Development Team Building & Mentoring Profit and Loss Management Litigation & Legal Issues Regulatory Compliance Strategic Vision & Mission Resident Care Management Staff Development/Retention Life long Nursing Facility Administrator.

### CORE COMPETENCIES

Management, Community Outreach, Contract Management, Human Resources, Administration.

### PROFESSIONAL EXPERIENCE

#### Interim Executive Director

**ABC Corporation - August 2015 – October 2015**

##### Key Deliverables:

- Interim Executive Director Golden Living Centers - Hagerstown, MD  
Responsibilities Promote the philosophy, mission, and objective of Consulate Health Care within and to customers outside the facility.
- Establish financial and programmatic goals for the facility and conduct an annual evaluation of goal achievement.
- Monitor Monthly performance of facility in relation to the budget and intervene as needed.
- Recruit, hire, and provide orientation/training for a sufficient number of qualified staff to carry out facility programs and services.
- Schedule regular meeting with direct report staff to provide supervision, ensure communication and to monitor facility operations.
- Conduct and document annual performance evaluations on each direct report staff.
- Maintain and guide the implementation of facility policies and procedures in compliance with corporate, state, federal, and other regulatory guidelines.

#### Interim Executive Director

**Delta Corporation - 2012 – 2015**

##### Key Deliverables:

- Negotiated a one-year contract to relaunch and prepare this state-supported, non-profit industry organization for a merger with a private sector .
- Served as media point of contact at local events and seminars, as well as activities at trade shows and conferences.
- Created a new website with social media components, analytics, and email marketing and CRM integration.

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- Temporary position) February 2007 - October 2007 Managed the historic State Theatre and Art Gallery Programmed a season of national touring shows .
- Supervise all staff including mid-management, accounting, dispatch, drivers, volunteers Supervise all activities related to the organization either .
- while performing branch duties at Spartan Stores YMCA, January 2013 through May 2013.
- Interim executive director at Visser Family YMCA while performing branch duties at Spartan Stores YMCA, February 2015 through May 2015.

### EDUCATION

Nursing Home Administrators Course - (University of Maryland - College Park, MD)

