

ROBERT SMITH

Interim Executive Director I

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

SUMMARY

Developed an in-depth understanding and appreciation for building and maintaining customer loyalty and satisfaction. Committed to the ideals of teamwork, team building, and quality improvement integrating excellent communication, leadership, and problem solving skills.

CORE COMPETENCIES

Document Management, Event Planning, Office Management.

PROFESSIONAL EXPERIENCE

Interim Executive Director I

Best Care Staffing Inc. - January 2013 – 2020

Key Deliverables:

- Developed relationships with hospitals, nursing homes and home care agencies in New Jersey.
- Nurtured business with the clients from above groups to expand the companys book of business.
- Identified trendsetter ideas by researching industry and related events, publications, and announcements; tracking individual contributors and their accomplishments.
- Analyzed market strategies, deal requirements, potential, and financials; evaluating options; resolving internal priorities; recommending equity investments.
- Demonstrated ability to develop collaborative relationships with key thought leaders and high value customers across a variety of settings (e.g., large group practices, institutions) Led a complete turnaround of essential clients.
- Proven capability to positively influence high value customers resulting in desired business outcomes.
- Cultivated and sustained strong relationships with clients across a wide, diverse group of specialties.

Interim Executive Director

Delta Corporation - 2009 – 2013

Key Deliverables:

- Supervised all program and development operations with a professional staff of twenty-two in three offices located in Bingham Farms and Grand Rapids.
- Managed regional public relations, full-time/part-time/volunteer staff Coordinated with other regional offices for effective program management.
- units Rebuilding management team, Correcting survey issues Expense controls, Labor Management, Rebuild census Implement recognition programs, Oversee.
- Nursing Home Administrators oversee the provision of high-quality care and maintain full capacity of a 130 bed nursing home and rehab in the.

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- As a Nursing Home Administrator, I helped generate and implement innovative marketing ideas that establish us as the skilled nursing facility.
- Additional tasks as the Nursing Home Administrator include Monitoring and maintaining compliance with federal and state regulations Managing the.
- Access 2 Independence Overall oversight of agency including developing and managing budgets, grant reports, database management (CIL Suite), agency.

EDUCATION

- MHA in Healthcare Administration - 2006(Seton Hall University - South Orange, NJ)