

PROGRAM MANAGER

Professional Summary

Program Managers working in a withdrawal management facilities responsible for supervising and coordinating staff. Duties performed include recruiting new employees, assigning tasks, scheduling shifts, training staff, improving patient care standards, and developing strategies for increasing productivity. I have integrity and a passion for performance. I am confident that my strong professional background as a Program Manager as well as a Senior Detoxification Nurse with Metropolitan Development Council would make me an asset to your University. In addition to my experience, I possess effective communication, Customer Service skills, and I excel within a highly competitive environment with the skill sets of a Project Manager necessary to get the job done independently and/or as a team. I have more than 14 years of professional experience in Detox and Rehabilitation client services, business excellence, Customer care, Corporate Administration and process/change improvements. I have excellent interpersonal and team-building skills. I have the ability to manage supply and chain budgets, medical records, employee performance evaluation, staff recruitment, and retention and quality improvement. I am a Program Manager/Lead clinical nurse who consults and collaborates with other health care professionals to coordinate the management of patient care and the daily function of a 16 bed detoxification center and 12 bed sobering center. I am successful at communicating with all levels of management to ensure project and organizational goals are achieved. And my Career in the US Army as a Squad leader gives me the Leadership skills to head any project from beginning to completion.

Licenses

Licensed Practical Nurse

Skill Highlights

- Management

Committed to compliance reporting

Budgeting expertise

Successful treatment of