

ADMIN OPERATING ROOM ADMINISTRATIVE COORDINATOR

Career Overview

Self-motivated individual with over 10 years' experience in prioritizing and completing tasks in a timely manner, yet flexible to multitask when necessary. Customer focused with diverse industry experience including insurance, non-profit and retail.

Skill Highlights

Microsoft Office Suite (Word, PowerPoint, and Excel), PeopleSoft, ADP Payroll.

Core Accomplishments

Multitasking

- Demonstrated proficiency in telephone, e-mail, fax and front-desk reception within high-volume environment.

Professional Experience

11/2007 to Current

Admin Operating Room Administrative Coordinator Company Name - City , State

- Schedule and maintain the main operating room and surgical day care schedules for physician.
- Comfortable in interacting with all levels of the organization and public.
- Able to make decisions independently and quickly with minimal escalations.
- Successful adjusting to stressful conditions.
- Consistently maintains a courteous, helpful, and professional manner with all interactions with all customers.
- Train new hires ensuring ability to efficiently perform assigned tasks without supervision.
- Multi-task effectively from scheduling surgical cases to the Dynamic Schedule and ordering specimens.
- Maintain high levels of all departmental policies and procedures Joint Commission: Accreditation Health Care and Certification (J.C.A.H.O) and the Health Insurance Portability.

09/2015 to 05/2016

Mental Health Counselor - Intern Company Name - City , State

- Managed 10-15 clients with diverse ethnics, religious, and socioeconomic groups of people; and assisted clients with living and working in their community.
- Assisted clients with severe mental illnesses and their families in accessing community services, maintaining housing, and being active in their recovery.
- Taught and educated clients on social skill building, how to manage stress and anxiety, independence, and empowers clients to use autonomy in mental health recovery.
- Acted as client advocate and coordinated required services and resolve crises.
- Maintained 90% productivity of billable services on a daily basis.

01/2013 to 05/2013

Healthcare Worker Assistant - Intern Company Name - City , State

- Conducted intake and assessment of families and determined the appropriate services needed.
- Counseled individuals in personal, academic, financial and career concerns.
- Responsible for providing direct care services to families eligible for Emergency Assistance and supported them as they worked towards a goal of self-sufficiency.
- Made appropriate referrals for on-going services (DCF, DPH for Families, DMH, DTA, etc.) Actively participated and engaged families in Activities of Daily Living (ADL).

05/2010 to 04/2015

Operating Room Surgical Scheduler Company Name - City , State

- Reviewed insurance and financial information with patients.
- Ensured timely and accurate distribution of daily surgery schedules.
- Schedule patients' surgical appointments and maintain up-to-date confidential of patient files.

- Trained and mentored new employees.
- Maintained high levels of all departmental policies and procedures, J.C.A.H.O.
- and the Health Insurance Portability and Accountability Act (H.I.P.A.A.).

07/2002 to 07/2010

Dietary Assistant Company Name - City , State

- Maintained established standards of sanitation, safety and food preparation.
- Supervised a staff of 7 assigned duties and adherence to company policies, procedures and guidelines.
- Ensured temperature goals are met prior to steam table transfer and maintained throughout meal service.
- Followed infection control guidelines for sanitizing equipment and cleaning the preparation room.
- Ensured equipment and work area are sanitized and maintained.
- Continued.

Education

December 2016

MASTER OF SCIENCE DEGREE : Mental Health Counseling & Crime Justice Suffolk University

- City , State Mental Health Counseling & Crime Justice

May 2013

BACHELOR OF SCIENCE DEGREE : Psychology Suffolk University - City , State Psychology

May 2013

BACHELOR OF ARTS DEGREE : Sociology Health Medicine and Body Suffolk University - City , State Sociology Health Medicine and Body

May 2009

Bunker Hill Community College - City , State

Criminal Justice & Psychology ASSOCIATE OF ARTS AND SCIENCE DEGREE Criminal Justice & Psychology

Languages

Fluent in French & Creole

Additional Information

- Honors & Affiliations Alpha Phi Sigma, inducted 2013 Alpha Kappa Delta, inducted 2013 The Eastern Middlesex Opioid Task Force The Massachusetts Child Psychiatry Access Project (MCPAP) Available for Relocation

Skills

academic, ADP Payroll, C, client, clients, financial, Fluent in French, infection control, Insurance, mental health, Excel, Microsoft Office Suite, PowerPoint, Word, PeopleSoft, policies, safety, scheduling, supervision, surgery