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| Carol James  772\*528\*3735  Email; jennifercj57@hotmail.com |
| My objective in life is always to strife to do my best in whatever task or job I am involved with at that time. I Believe that if you always do what is easy and choose the path of least resistance, you never step outside your comfort zone. Great things don’t come from comfort zones.” |

# Experience

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| 9/1995 – 7/2004Ward Clerk, SCHEDULING coordinator Gardens Court |
| 9/2004 – 1/2015Central Supplier, Scheduling Coordinator Fort Pierce Health Care Duties Included attaining budget for expenditures for purchases and rental equipment. Maintaining adequate par level supplies. Generating monthly reports for invoices payments. Worked also coordinating schedules for the nursing staff to always meet the state requirements.  **3/2015 – 5/2018**  Client and Caregiver Coordinator, Home Instead Senior Care  Coordinated the schedules for the Caregivers and clients. Maintained quality assurance visits for caregivers. Helped with the interviewing process with new hires. Generated billing for payment of invoices  6/2018-Present  Customer Care Corrdinator, Comprehensive Scheduling Solutions- Senior  Home Care Services  Helped in various areas. Quality assurance visits. Coordinating schedules of care givers and clients. Helping with training updates and assisting with orientation of new hires. Managing of time schedule to regulate accuracy for payroll. |

# Education

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| 8/1994Management certification, On Line Program Through being encouraged to go for management training. I did a course on line finishing Levels 1,2,3 with 100% on every exam. |
| 1995Leadership award, -Gardens Court Management Team This was attained in the midst of more than a hundred employees that had equal opportunities for the same certification, but my leadership skills stood out allowing others to see me shinning in that role. |

# Skills

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| * organization * strong leader ship | * Good Communicator * Committed to excellence * innovative |

# Activities

I am always active in social events where ever I work being creative to get others involved. I am part of an organization where women from every where come together once a month as a support network to fight against isolation of individuals and the challenges that it brings. Very active in community events of various kinds.