

Catherine A. Jeffrey
550 South Main Street
Plymouth, MI
(734) 890-6733
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Qualifications

Extensive staffing, recruiting and sales and service experience
Excellent problem resolution and organizational skills
Excellent collaboration skills
Strong written and verbal communication skills
Proficient in Microsoft Office: Word, Excel
Database software experience: PCRecruiter, Global Participation System (GPS)
50+ wpm accurate typing
Extensive Experience with Data Entry, Email Blasts and Cold Calls
Completed a Customer Care Training Course with Sandler Training in Ann Arbor, MI.

Work History

Position: Project Coordinator

January 2013 – Present
JB Ashtin Group
47075 Five Mile
Plymouth, MI
(734) 459-3144

Duties:

Manage a Speakers' Bureau that is both engaging and educational, communicate with thought leaders and sales representatives to ensure event alignment. Conduct post-program follow-up to obtain feedback and evaluations for implementation and execution of future activities. Monitor financials to ensure all events meet estimate requirements. Address and solve issues, always with our client's goals and objectives in mind. Generate accurate monthly finance reports for clients.

Duties:

Staff contract Occupational Therapists, Certified Occupational Therapist Assistants and Speech-Language Pathologists to hospitals and skilled nursing facilities. Responsible for placing over 60 therapists weekly to full and part-time positions. Maintain positive relationships with rehabilitation directors at hospitals and skilled nursing facilities. Monitor compliance with HIPAA; state and federal credential requirements. Coordinate the work of internal Therapy Staff associates to ensure credentials are updated. Extensive recruiting and marketing skills. Cold Calling, Blast Emails, In person sales.

Position: Staffing Manager

February 2010 – January 2013
Therapy Staff, LLC
705 South Main Street
Plymouth, MI
(734) 354-8000

Education

Bachelor's in Fine Arts (BFA) Ceramics, *Eastern Michigan University*, Ypsilanti, MI

References

Kellae Shropshire, Former Manager at Therapy Staff, (248) 974-4990
Linda Laney, Former Coworker at Therapy Staff, (248) 420-3977
Lisa Pawlak, Current Manager, JB Ashtin Group (734) 459-3144 ext.207