# Objective

I am seeking a position to help advance my career and knowledge within the Health Care field with emphasis on Health Care Administration.

# Experience

## River Valley Landing (Life Enrichment Director, Manager on Duty) April 2010 - Current

* Customer Service, answering multiple lines, taking care of emergencies.
* Planning and scheduling a month in advance activities and events that involve residents to interact mentally, physically, spiritually, and socially.
* Staying organized with events and understanding time management.
* Controlling budget and ordering through different vendors.

## Apple Bee’s (Host, To Go, Expo, Waitress) April 2008 - July 2010

* Customer Service and gaining clients.
* Working in a fast paced environment and keeping stressful situations under control.
* Staying one step ahead of myself to become more organized which helped better my customer service.

## Abba Day Spa (Receptionist) October 2008-2009

* Welcoming all customers to feel at home when they enter the spa.
* Cashed out the registers making sure finances were correct.
* Building relationships with customers to improve their return.

# Education

## University of Phoenix (Associates Degree) January 2009 - Current

Gained my Associates Degree at University of Phoenix and is still currently taking night classes that will not interfere with work. I plan on receiving my Bachelors Degree in Health Care Administration by 2013.

## High School Class of 2009

Graduated High school early in March 2009 with a 3.5 GPA

# Skills

Communication. Independent. Organized. Knowledgeable. Computer skills. Flexibility. Adaptability.

Managing Multiple Priorities. Leadership. Planning. Dependable. Honest. Dedicated. Professional. Confident.