Jessica Martinez

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# Summary of Qualifications

Bi-lingual leader who performs well in multi-national environment. Adept at managing all phases of project life cycle from needs assessment to implementation.

# Core Competencies

Create schedules for Nursing Staff Guarantee sufficient staffing for nursing care Payroll Execute reports and projects as assigned by the Director of Nursing or Administrator.

# Professional Experience

**Prudential Connecticut Realty** 2010- present

*Realtor*

* Assist in buying ,selling homes as well as listing and acquiring rentals.
* Assist in connecting home buyers with mortgage brokers, inspectors, and lawyers.

**Hebrew Home and Rehabilitation** 2007 – 2009

*Staffing Coordinator*

* Created schedules for all Nurses and Nursing Assistants
* Payroll entry for all of the nursing staff
* Granted time off while ensuring the facility had sufficient staff to cover
* Delegate and oversee duties to the staffing assistants

**Care Alternatives** 2005—2007

*Staffing Coordinator*

* Managed and dispatched nursing staff to care for hospice patients in three regions of NJ
* Compiled reports for Case Managers
* Coordinated care for a new program developed called Continuous Care

# Education

**The Chubb Institute**

New Brunswick NJ

Completed a Medical Billing and Coding program

# Technical Skills

MS Excel, MS Word, Kronos, MSAccess, Powerpoint, Outlook. Familiar with XP and Windows 7 systems.