

Tatum M. Carter, MA

Professional Profile

Highly competent and proven leader looking for professional advancement.

Proficient in office management, therapeutic rehab with in-depth knowledge of strategic market research, market development and proven team leadership and case management skills. Thoroughly skilled in human resource duties such as recruitment and payroll in addition to accounting duties including A/P, A/R and financial reporting.

A self-starter and quick learner with strong, versatile skill set. Expertise in behavioral health, hospital sales and marketing, mentorship and education, insurance and contracts. Excellent interpersonal skills with training in conflict mediation and crisis diversion. Received multiple awards for excellence, leadership and mentoring. Experience mediating between employees, leading team projects and executive level presentations.

Well versed in areas of leadership, business development and recruitment.



Contact

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Professional Profile

Life Coach

Carter Life Coaching, 2/2017 – Present (Part-Time)

Coordinated group and individual coaching sessions for life and career goals and struggles.

Admissions and Marketing Director

Accel Rehabilitation Hospital of Plano, 7/2015 – 7/2019

Directed group of 5+ external marketers & internal marketing while handling admissions responsibilities.

Senior Admissions Director

Select Specialty Hospital, 5/2013 - 7/2015

Coached a team of Admissions Coordinators. Supervised data entry, insurance verification, precertification and worked closely with internal hospital departments.

Marketing Manager

Texas Specialty Hospital, 5/2011 – 5/2013

Managed marketing efforts for team of 5+. Presented internal and external hospital marketing and educational presentations and researched marketing trends.

Key Skills & Abilities

- Keen Attention to Detail
- Proficient Ability to Multitask
- Sound Research Ethic
- Creative & Analytical Thinker
- Diplomatic and Strong Leader
- Effective Use of Time
- Proven Producer
- Great Written and Verbal Communicator
- Ability to Influence Others
- Self-Motivated
- Strong organizational ability
- Problem Solving
- Delegating
- Conflict Resolution
- Motivation
- Decisiveness
- Integrity
- Dependability
- Calm Demeanor

Certification

- Texas Teaching Certification, Pending 2019
- Texas LMFT–A Certification, Pending 2019

Extra-Curricular

- *Case Manager*, The Salvation Army, 2014 – 2016
- *Ordained Minister*, 2014 – Present
- *Parent Volunteer*, Local School Districts, 2011-Present
- *Pre-Marital Educator*, Texas Twogether, 2016 – Present
- *Public Speaker*, Non-Profit Organizations, 2017-Present
- *Youth Counselor*, YoungLives, 2014 – Present

Education

Master of Arts, Psychology,
Northcentral University,
Prescott Valley, Arizona, 2011 – 2015

Bachelor of Arts, Sociology,
Ashford University,
Clinton, Iowa, 2008 – 2011

References

Phillip Cates
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