

# Sekeitha Charles

Dallas, TX 75217

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9727507203

Willing to relocate: Anywhere

Authorized to work in the US for any employer

## Work Experience

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### **Resident Program Coordinator**

Portfolio Resident Services - Dallas, TX

February 2019 to Present

Provide information on City and state resources to residents who live in low income housing. Provide After school mentoring and support for children living in Multi- family Low income housing.

### **Health and Wellness Coordinator**

Ensign Services - DeSoto, TX

June 2017 to November 2018

As a Wellness Coordinator I have properly maintained the medical record of all residents. Coordinated the care given with PCP and outside agencies. I have ensured that residents receive adequate care from the caregivers. consistently yielded difficient free surveys by the state of Texas over the last 3 years. Provide preventive care such as immunizations annually to residents. Manage monthly Wellness budget. Manage Wellness supplies. Routine audits of medication and med carts. Random observation of medication administration by med techs to ensure proper handling of medication and supplies., create monthly schedule for care staff. Control overtime. On call 24/7.

### **Sales and Marketing Manager**

Brookdale Senior Living Solutions - Lancaster, TX

June 2016 to June 2017

Promote sales for the community. Business development, competitive intellegence. Maintain marketing supplies and allotted budget. Host Marketing events. Network with LTC providers for referral sources. Lead tours for prospects in the community. Compile all documentation necessary for new admits. Effective communication with prospects that yeilds move ins.

### **Life Enrichment Coordinator**

Brookdale Senior Living Solutions - Lancaster, TX

May 2012 to June 2016

Coordinate and facilitate activities within the 6 demensions of wellness. Mantain allotted budget. Organize special events including holiday celebrations. Maintain required documents per state regulations and company policy. Complete history profile on new residents as well as annual activies survey on existing reidents. Promote resident lead acrivities. Assist with staff management as directed.

## Education

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### **High school in General**

A Maceo Smith High School

August 1986 to May 1991

### **None**

Eastfield College

## Skills

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Microsoft office, word, excell spread sheets, staff management, competitive intellegence, works well with others, understands marketing strategies (10+ years), leadership development (10+ years), training (10+ years), management (10+ years), team building (10+ years), budgeting (10+ years), Successfully completed Activity Director training. (6 years), Completed Activity Director Course (6 years)

## Certifications/Licenses

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### **Assisted Living Manager**

#### **CNA**

April 1993 to December 2019

Certified to provide ADL's to residents with injuries and disabilities. 25+ years of experience.

## Additional Information

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I am a caretaker by nature. Giving Seniors a meaniful quality of life brings me joy and gives my life purpose. I would love to work for a company whose values are built on serving those who have already served us. I was also an Activities Director for Brookdale Senior living for four of the years I worked there. I then served as Business Office Manger; this was a dual role as I was also responsible for Sales and Marketing for my community. I currently hold an Assisted Living Managers Certification. I seek to put my many years of experience, in many roles that pertain to senior living to use with a great company that values the lives of those we serve.