|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| DENISE MCFERSON2459 Mallery LaneLancaster, TX 75134  denisemcferson35@gmail.com  (214) 725-8308  |  | | --- | | Objective   A challenging position in  a professional environment utilizing excellent interpersonal skills, contributing to positive customer relations, as well as providing career growth and development. | | Skills   Simple LTC, Geniuses, Blue Step, Microsoft Office, Paychex, Kronos, Ceridian, 10-Key, Customer Service, Recruiting, Human Resources, Payroll | | |  | | --- | | ExperienceHR Payroll Manager/Renaissance at kessler nursing and rehab04/2013 – 07/2016 Interview with potential employees; Schedule new employee orientation; Creating and maintaining new employee profiles; Accounts Payable; Recruit/New Hire On-Boarding Process; Enter new employees in HR/Payroll System; Run Nursing and Criminal Background for new hires; Primary liaison between residents, their families and the facility; Provide guided tours of the facility to new and potential residents Unit secretary-receptionist-medical records(PRN)/methodist rehabiliation hospital02/2008 - Current Provide indirect patient care in the inpatient and outpatient rehab setting; Provide standardized hospitality service to patients and their family members; Prepare and compile medical records for the Rehab Nursing Unit; Oversee that directives from physician and nursing staff are followed through; Participate in performance improvement activities; Prepare medical records for new admission and discharged patients; Delegate appropriate nursing staff to assist patients and physicians as needed; Enter and verify physician and nurse orders for electronic health records | | Educationlew wallace high schoolGary, Indiana | | references upon request | |