

HR COORDINATOR

Highlights

Microsoft Word and Excel, HIPPA Trained, PPD shot up to date, Nurse training certificate.

Experience

HR Coordinator 01/2014 to Current Ascension Health Andover , KS

- In charge of verifying Employment Verifications.
- Manage Medical Records, Such as making sure HHA's stay Compliant.
- Manage In Service Classes for HHA's Responsible for resolving HHA's complaints and answering questions regarding policies and procedures.
- Maintain historical human resource records by designing filing and retrieval systems that store past and current records.

Recreational Activity Assistant 01/2012 to 01/2014 Jpmorgan Chase & Co. Gainesville , FL

- Extensive knowledge of the therapeutic recreation principles, techniques and methods and their application to the population being served.
- Assisted Recreational Director on all therapeutic activities.
- Assisted in planning community outings.
- Assisted in patient evaluation which included collection of background information and performing evaluations that are thorough and appropriate to the patient.
- Assisted in member's discharge evaluations and made arrangements for home programs and follow-up care needed.
- Ordered food for 60+ members Coordinated efforts of the front end with the kitchen.
- Ensured food quality and quantity.
- Managed inventory levels.
- Managed kitchen equipment in terms of cleanliness and maintenance.
- Ensured appropriate staffing and schedules.

Administrative Assistant 01/2011 to 01/2012 Burr & Forman Llp Raleigh , NC

- Maintained detailed records pertaining to inventory and personnel.
- Responsible for new patient intake and scheduling.
- Resolved patient complaints and answered questions regarding policies and procedures.
- Acted as a liaison between various Managed Long-Term Care companies to determine patient's eligibility and patient's plan of care.

Receptionist 01/2007 to 01/2009 Sunset Park B.I.D City , STATE

- Greeted guests as they enter the establishment and determine the nature and purpose of visit.
- Listen to and resolve complaints, to prevent the escalation of the problem.
- Operated the telephone switch board to screen and forward calls.
- Provided information and scheduled appointments.
- Filed paper and electronic documents.

Languages

Bilingual (Spanish & English)

Skills

designing, English, filing, human resource, inventory levels, inventory, Long-Term Care, Director, Excel, Microsoft Word, organizational skills, patient evaluation, personnel, policies, quality, scheduling, Spanish, staffing, switch, telephone, Time Management, plan of care