

OPERATIONS MANAGER

Professional Summary

Seeking a position as Board Certified Respiratory Therapist in a Hospital setting where I can utilize my education and enthusiasm to provide exceptional patient care, while advancing and improving my performance in Respiratory Care.

Skill Highlights

- Energetic and organized
- Attention to detail
- Issue resolution
- Collaborative team member
- Strong verbal communication
- Quick learner
- Computer proficient
- Outstanding interpersonal skills
- Cooperative team member
- Excellent analytical skills

Professional Experience

United Rentals April 2013 to December 2013 Operations Manager

Groveport , OH Operations Manager for a Small Kiosk at the West Covina Mall Location. Managed 6 Employees, Creating Employee Schedules, Cash/Credit Handling, Educating employees on customer service skills and reaching set monthly goals. Processed time sheets and payroll, maintained track of inventory and stocking, purchasing items needed for stock. Created various promotions programs and flyer via social media sites.

St Luke's University Health Network August 2012 to April 2013 Data Entry/ Computer Technician

Washington , NJ Maintains database by entering new and updated customer and account information for the Shapes Brow Bar Membership Department. Prepare source data for computer entry by compiling and sorting information; establishing entry priorities. Assisting Threading technicians via phone about POS systems and remotely troubleshoot the issue. Assisting customers with credit card transactions via POS systems. Providing customer care services about membership issues and questions.

University Of California Medical Center January 2012 to Current Respiratory Equipment Technician

City , STATE

Decontaminating and Setting up of Equipment used in Respiratory Care. This includes ventilators used in adult intensive care units, emergency department, pediatrics and the neonatal intensive care unit.

Example of equipment includes: Ventilators, Non-Invasive Ventilators, Oscillators, PFT machines, INO Max. Orientating new hire Respiratory Therapist and Equipment Technicians with equipment decontamination, setting up and systems check of all equipment prior to patient use.

Ordering and Stocking of Respiratory equipment and disposables for all workrooms. and Assisting Respiratory Therapists with setting up and troubleshooting equipment's at Bed-Side.

Star Motel January 2003 to January 2012 Front Desk Clerk and Manager

City , STATE

Family owned and operated 14 unit motel. Cash Handling and processing payments, maintain daily logs of all sale via computer, provide the utmost customer service, maintaining the overall cleanliness of the property, ordering and stocking supplies, trouble shooting all technical and mechanical issues such as routers, televisions, laundry equipment and electrical/lighting systems.

Education and Training

El Camino College 2015 Respiratory Care City , State Program is designed to help student acquire the knowledge and training to evaluate, treat and care for patients with breathing or other cardiopulmonary disorders, from infants whose lungs are not fully developed to the elderly whose lungs are diseased.

El Camino College May 2015 Certificate : Respiratory Care City , State Program is designed to help students acquire the knowledge and training to evaluate, treat and care for patients with breathing or other cardiopulmonary disorders, from infants whose lungs are not fully developed to the elderly whose lungs are diseased.

California State University of Long Beach 2009 Recreation and Leisure Studies City , State undergraduate degree in supervision and administration in public recreation and parks, therapeutic recreation, outdoor recreation and resource management, camp administration, voluntary youth and adult services, travel and tourism, and commercial recreation

California State University of Long Beach (CSULB) 2009 Certificate : Therapeutic Recreation City , State Conduct therapy sessions to improve patients' mental and physical well-being. Observe, analyze, and record patients' participation, reactions, and progress during treatment sessions, modifying treatment programs as needed. Plan, organize, direct and participate in treatment programs and activities to facilitate patients' rehabilitation, help them integrate into the community and prevent further medical problems. Develop treatment plan to meet needs of patient, based on needs assessment, patient interests and objectives of therapy. Prepare and submit reports and charts to treatment team to reflect patients' reactions and evidence of progress or regression.

Professional Affiliations

American Association of Respiratory Care (AARC), California Society for Respiratory Care (CSRC), California Board of Recreation and Park Certification (CBRPC), President-Beach Bowling Club (CSULB), Recreation Society (CSULB)

Accomplishments

Documentation

- Ensured charting accuracy through precise documentation.

Certifications

EKG, ACLS, PALS (Inprogress), BLS: CPR & AED certified for healthcare providers, Licensed Recreation Therapist, RTC (Recreation therapy certified), Additional Languages Spoken: Hindi and Gujarati (India)

Interests

UCI Medical Center--Hospital Volunteer (Respiratory Care dept) Palos Verdes Estates Senior Health Faire (Health Faire Volunteer)--Assisting Respiratory therapist by Performing PFT screening at the Palos Verdes Estates Church Gardena City Senior Health Center (Health Faire

Volunteer)-Assisting Respiratory Therapist by performing PFT Screening at the city of Gardena senior center.

Skills

CPR, EKG, Hindi, office, therapy

Additional Information

- UCI Medical Center--Hospital Volunteer (Respiratory Care dept) Palos Verdes Estates Senior Health Faire (Health Faire Volunteer)--Assisting Respiratory therapist by Performing PFT screening at the Palos Verdes Estates Church Gardena City Senior Health Center (Health Faire Volunteer)-Assisting Respiratory Therapist by performing PFT Screening at the city of Gardena senior center.
- Honors/Awards: El Camino College Foundation Scholarship Dean' List at CSULB Dean's List at El Camino College Graduate of Louis J. Swanson Leadership Academy (CSULB) CeEtta Crayton Community Development Award (CSULB) Rotary Booster Club, Scholarship Certificate of high honors in Information Systems.