

Darchell Sullivan

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Work Experience

HR Account Manager

Home Care

January 2019 to January 2020

Key Contributions:

- Maintained the work structure by updating job requirements and job descriptions for field employees
- Developed project strategies
- Planned, organized and scheduled workers to ensure that labor requirements and needs are fulfilled.
- Documented and followed up on important actions and decisions from meetings.
- Maintained and monitored project plans, project schedules, work hours, and budgets

Operations Assistant

Cross Country Health

July 2018 to January 2019

Key Contributions:

- Work closely with the operations manager to oversee daily business operations
- Liaise with internal departments to improve performance and work efficiency
- Monitor sales orders and supplier relations
- Scheduled interviews and phone meetings for clients
- Attending to any correspondence and emails by customers, clients and contractors

Hr Intern

Turlock Inc

October 2017 to July 2018

Key Contributions:

- Supported HR processes by scheduling appointments, conducting orientation, maintaining records and information.
- Welcomed new employees to the organization by conducting orientation.
- Maintained employee information by entering and updating employment and status.
- Provided administrative support as needed
- Maintained employee confidence and protects operations by keeping human resource information confidential.

Care Partner/Administrative Assistant

University of California - Los Angeles, CA

January 2012 to October 2017

Key Contributions:

- Delivered culturally sensitive health to various clients
- Collected sensitive data
- Demonstrated knowledge of federal state and local health (OSHA, HIPAA, Cal/OSHA, EPA)
- Demonstrated understanding of Inclusion and Diversity.
- Data entry for highly sensitive health information and maintained confidentiality.

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Education

Bachelor's

Skills

- Knowledge of state and federal health policy
- Qualitative Health Research
- Written and Verbal Communication Skills
- Policy Development
- Excellent Interpersonal Skills
- Customer Service
- Multi-cultural Understanding
- Personal Motivation
- Research and Analytical skills
- Organizational & Planning Skills
- Adaptable and Flexible
- Project Management
- Highly Organized
- Problem-Solving Skills
- Attention to detail
- SPSS
- MS Office Suite
- Data Entry and Analysis

Assessments

Recruiting — Highly Proficient

May 2020

Managing the candidate sourcing and selection process.

Full results: https://share.indeedassessments.com/share_to_profile/5f04c77a3d53ab5230e94a5473799a69eed53dc074545cb7

Verbal Communication — Highly Proficient

October 2019

Speaking clearly, correctly, and concisely.

Full results: https://share.indeedassessments.com/share_to_profile/2cd4a84b60adeb505b3b74e2e86fa433eed53dc074545cb7

Customer Service — Highly Proficient

October 2018

Measures a candidate's skill in evaluating approaches to customer service & satisfaction.

Full results: https://share.indeedassessments.com/share_to_profile/04badcd997237267fea850a54d5d5c64eed53dc074545cb7

Project Management Skills: Budgeting — Proficient

March 2020

Managing project budgets by appropriately allocating and monitoring financial resources.

Full results: https://share.indeedassessments.com/share_to_profile/d378c939030d9452be5b7e6f28ecf4a3eed53dc074545cb7

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