**Objective:**

To utilize interpersonal and communications skills to ensure growth opportunities in a thriving company.

**Expertise**

Oral/Verbal Communication Customer Service Respond Quickly

Team Building Microsoft Office Presentation

Problem Solving Organizational Skills Scheduler/Scheduling

Self-Motivated Energetic Approach People Skills

Flexible/Punctual Office Procedures Multi-tasking

Documentation Attention to Detail CPR/BLS

**Education**

Normandy Senior High 1998-2002

High School Diploma

**Experience**

**The Quarters at Des Peres •** Admissions Coordinator *2016 – Present*

* Maintain admissions guidelines
* Market programs and facility
* Pre-screen referrals to ensure patients meet admission criteria
* Obtain authorization from varies insurance companies
* Resolve patient/family dissatisfaction

**St. Luke’s Rehabilitation Hospital** • Admissions Coordinator/Unit Secretary*2010 – 2016*

* Note and process all physician orders.
* Track lab reports, orders, and chart.
* Order all x-rays and tests.
* Schedule doctors’ appointments and transportation set up.
* Stock and clean unit daily.
* Answer and triage phone calls.

*Admissions Coordinator**2013 – 2015*

* Admit patients by completing admission and financial responsibility forms.
* Prepare admissions reports by collecting, analyzing, and summarizing data and trends.
* Obtain patient information by requesting completed applications and medical information; verifying and clarifying information.
* Interview patients and family members explaining admission criteria.

*Patient Care Technician**2009 – 2010*

* Assist in basic medical procedures.
  + Recording vital signs, reporting patient conditions and assisting the nurse with treatments.
  + Help patients dress, bathe and assist with meals.

**Nephrology Concepts •** Medical Assistant*2013 – 2014*

* Verify patient information by interviewing patient.
* Prepare patients for examination by performing preliminary physical tests; taking blood pressure, weight, and temperature; reporting patient history summary.
* Schedule surgeries with the surgical center.
* Verify times with patients; prepare charts, pre-admission and consent forms.

**Garden View Care Center** • Certified Nursing Assistant *2008 – 2009*

* Work with adult individuals with limited mental capacities.
* Assist nursing staff with patients' personal care, emotional support, and activities of daily living. More complex duties performed under supervision of professional nursing personnel.

**Delmar Gardens on the Green** **• Certified Nursing Assistant** *2006 – 2008*

* Work with the elderly and Assisting with daily needs.
* Provide support during bathing, dressing, feeding, toileting, oral hygiene, skin care etc.
* Report pertinent resident changes to nurse.
* Record input/output consumption, VS etc.
* Complete care rounds on residents every two hours.

**Council for Extended Care** • Staff Support *2005 – 2006*

* Support individuals with Development Disabilities.
* Responsibilities included passing meds, grooming, light housekeeping, meal preparation, and running errands.