

## CARE COORDINATOR

### Professional Summary

A position as a Registered Nurse working with adults in a setting that will allow me to use both my nutrition and nursing education to provide acute, comprehensive care to patients in a way that allows for my personal and professional growth in the field of nursing

### Skills

### Work History

Care Coordinator , 10/2013 to Current

Company Name " City , State

- Currently employed as a Care Coordinator for a family primary care practice
- Assist in the transition of care from hospital and emergency department visits to primary care provider visits through assessment of current and past disease processes and medication reconciliation
- Coordinate services between primary care physicians and other medical specialists
- Promote self-management of disease processes through providing education about signs and symptoms of diseases and medication management
- Other office duties include: administrative tasks through use of the EMR, administering therapeutic injections and immunizations, promoting and encouraging preventative screenings, and managing disease processes through data tracking in the EMR on a per patient basis.

Mentor Resident Advisor , 08/2011 to 05/2012

Company Name " City , State

- Advised and mentored a floor of 45 upper-class undergraduate students for two years
- Supervised ten staff members for one year upon promotion to Mentor Resident Advisor, with duties including development of on-call schedule for the academic year, supervision of Office of Residence Life orientation and staff development activities, collaboration with supervisory staff to problem-solve and implement disciplinary action as necessary, and management of crisis and emergency situations involving student safety
- Implemented conflict mediation skills among undergraduate students and staff
- Organized and executed 65 social and educational programs for undergraduate students and staff
- Implemented alcohol and drug safety initiatives among undergraduate student population
- Provided personal and academic counseling to undergraduate students
- Designed and implemented emergency response protocols

Resident Advisor , 01/2011 to 01/2012

Company Name " City , State

- Advised and mentored a floor of 45 upper-class undergraduate students for two years
- Supervised ten staff members for one year upon promotion to Mentor Resident Advisor, with duties including development of on-call schedule for the academic year, supervision of Office of Residence Life orientation and staff development activities, collaboration with supervisory staff to problem-solve and implement disciplinary action as necessary, and management of crisis and emergency situations involving student safety
- Implemented conflict mediation skills among undergraduate students and staff
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- Implemented alcohol and drug safety initiatives among undergraduate student population
- Provided personal and academic counseling to undergraduate students
- Designed and implemented emergency response protocols.

Fitness Center Supervisor , 08/2009 to 05/2013

Company Name " City , State

- Implemented excellent customer service skills daily in fitness facilities while ensuring patron satisfaction with equipment and fitness environment
- Performed all administrative duties related to fitness facility including monthly patron attendance counts, performing equipment cleaning checks, and filing incidence reports related to damaged equipment and/or injuries acquired within the facility
- Supervised 50 undergraduate students for two years upon promotion to promote fitness and health initiatives across campus and oversee fitness center operations
- Served as a liaison between student staff and supervisory staff to communicate issues with equipment, patron satisfaction ratings of facilities, and safety concerns with facilities
- Oriented new employees to facilities and designed team-building training guidelines new staff members
- Managed issues with student scheduling of fitness centers, including no-show coverage issues, by being flexible and available to other staff members and using effective communication skills

Fitness Center Attendant , 01/2009 to 01/2010

Company Name " City , State

- Implemented excellent customer service skills daily in fitness facilities while ensuring patron satisfaction with equipment and fitness environment
- Performed all administrative duties related to fitness facility including monthly patron attendance counts, performing equipment cleaning checks, and filing incidence reports related to damaged equipment and/or injuries acquired within the facility
- Supervised 50 undergraduate students for two years upon promotion to promote fitness and health initiatives across campus and oversee fitness center operations
- Served as a liaison between student staff and supervisory staff to communicate issues with equipment, patron satisfaction ratings

of facilities, and safety concerns with facilities Oriented new employees to facilities and designed team-building training guidelines new staff members Managed issues with student scheduling of fitness centers, including no-show coverage issues, by being flexible and available to other staff members and using effective communication skills.

#### Education

Bachelor of Science : Nursing , 8 2014

Rutgers, The State University of New Jersey - City , State

GPA: GPA: 3.64 Nursing GPA: 3.64

Bachelor of Science : Nutrition Science , 5 2013

Syracuse University - City , State

GPA: GPA: 3.91

ACLS Certified, 2014 CPR/BLS Certified, 2013 Certified, Culturally Competent Care, 2013 : 1 2013

Rutgers University -

GPA: Recipient, Faculty Award for Excellence in Nutrition Science, Syracuse University, 2012 and 2013 Recipient, Women's Leadership

Endowed Scholarship, Syracuse University, 2011 and 2012 Recipient, Emily Gere Coon Award, Syracuse University, 2011 Dean's List, Syracuse University, eight semesters Dean's List Recipient, Faculty Award for Excellence in Nutrition Science, Syracuse University, 2012 and 2013

Recipient, Women's Leadership Endowed Scholarship, Syracuse University, 2011 and 2012

Recipient, Emily Gere Coon Award, Syracuse University 2011

Dean's List, Syracuse University, eight semesters

Dean's List, Rutgers University, four semesters

#### Affiliations

Member, Nutrition Education Promotion Association, 2010-Present Member, National Student Nurses Association 2014-Present Technical

Abilities Experienced in use of Electronic Medical Record (EMR)

#### Certifications

- Registered Nurse in [State] , License number [number] , [year]
- Advanced Cardiac Life Support (ACLS) Certification [year to present]

#### Skills

Academic, administrative, C, communication skills, counseling, CPR, excellent customer service, filing, team-building, managing, mediation,

Mentor, Office, processes, promotion, protocols, publication, Research, safety, scheduling, staff development, supervisory, supervision