

CONTACT INFORMATION

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WORKING EXPERIENCE

Orsica Group

Miami, Florida
January 2017 - January 2020

Senior Financial Analyst

- Established work schedules and assignments for staff, according to workload, space and equipment availability.
- Planned, implemented and administered programs and services in a health care or medical facility, including personnel administration, training, and coordination of medical, nursing and physical plant staff.
- Maintained communication between governing boards, medical staff, and department heads by attending board meetings and coordinating interdepartmental functioning.
- Monitored the use of diagnostic services, inpatient beds, facilities, and staff to ensure effective use of resources and assess the need for additional staff, equipment, and services.
- Developed instructional materials and conduct in-service and community-based educational programs.

Reesol

Miami, Florida
January 2013 - January 2017

Hospital Collection Supervisor

- Consulted with medical, business, and community groups to discuss service problems, respond to community needs, enhance public relations, coordinate activities and plans, and promote health programs.
- Developed and implemented organizational policies and procedures for the facility or medical unit.
- Prepared activity reports to inform management of the status and implementation plans of programs, services, and quality initiatives.
- Developed and maintained computerized record management systems to store and process data such as personnel activities and information, and to produce reports.
- Developed or expanded and implement medical programs or health services that promote research, rehabilitation, and community health.

Sasa Enterprises

Miami, Florida
January 2009 - January 2013

Administrative Assistant

- Consulted with medical, business, and community groups to discuss service problems, respond to community needs, enhance public relations, coordinate activities and plans, and promote health programs.
- Developed and implemented organizational policies and procedures for the facility or medical unit.
- Prepared activity reports to inform management of the status and implementation plans of programs, services, and quality initiatives.
- Developed and maintained computerized record management systems to store and process data such as personnel activities and information, and to produce reports.
- Directed or conducted recruitment, hiring and training of personnel.

SKILLS

- Understanding written sentences and paragraphs in work related documents.
- Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Identifying measures or indicators of system performance and the actions needed to improve or correct performance, relative to the goals of the system.
- Determining causes of operating errors and deciding what to do about it.

QUALIFICATIONS

- The ability to concentrate on a task over a period of time without being distracted.
- The ability to remember information such as words, numbers, pictures, and procedures.

- The ability to detect or tell the differences between sounds that vary in pitch and loudness.
- The ability to judge which of several objects is closer or farther away from you, or to judge the distance between you and an object.
- The ability to concentrate on a task over a period of time without being distracted.