

SAMPLE RESUME 1

JANE DOE

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MULTIFACETED HUMAN RESOURCES MANAGEMENT PROFESSIONAL

Results oriented administrator/manager with a proven record of success in numerous facets of the health care industry; extensive expertise in payroll, accounts receivable/accounts payable, human resources, problem resolution/arbitration and staff supervision; adroit at establishing and maintaining professional relationships; quickly devises innovative solutions in difficult situations; capably manages multiple tasks simultaneously; comfortably interacts with a diverse population.

CORE COMPETENCIES

Resourceful; creative thinker; problem resolution; motivational manager; detail oriented, exceptional organizational skills; diligent work ethic; excellent oral and written communication abilities; proficient with Word, Excel, ADP, IDX, Allscripts and BranchPak

CAREER TRACK

2005 - Present

XXXX HOME CARE, INC.

OFFICE MANAGER/ON CALL COORDINATOR

- ▶ Manage a 7-person support staff including training, benefits administration, policy enforcement, performance reviews and disciplinary action
- ▶ Source candidates, review applications, schedule and conduct interviews
- ▶ Engage in salary negotiations and offers of employment; administer background checks
- ▶ Schedule and perform new hire orientations
- ▶ Maintain personnel files in compliance with all state and federal guidelines
- ▶ Investigate, arbitrate and resolve patient and employee issues and complaints
- ▶ Monitor patient and employee incident reports
- ▶ Maintain OSHA 300 log; process all FMLA paperwork
- ▶ Liaise with New York office regarding all Human Resource issues
- ▶ Prepare and distribute weekly payroll for 160 employees

COMMUNITY ACTIVITIES

- ▶ Independently conceived and orchestrated highly successful fundraiser to provide financial assistance for seriously injured Labrador Retriever
- ▶ Composed and posted effective ad for fundraiser tag sale that resulted in high attendance and significant revenue
- ▶ Provide temporary foster care for dogs in need of home placement

EDUCATION

ASSOCIATES DEGREE

UNIVERSITY OF HARTFORD, Hartford, CT

REFERENCES

Furnished upon the establishment of mutual interest