
Activity Manager Resume

Job Objective

To obtain Activity Manager position in which I can increase my skills and become a valued member of the team.

Highlights of Qualifications:

- Admirable experience in providing recreation services for a healthcare environment
 - Profound knowledge of serving aged people
 - Huge knowledge of various activity methods and procedures
 - Immense ability to maintain good relations with residents, family members and government agencies
 - Deep ability to work with elderly and mentally ill patients
 - Exceptional communication skills in both oral and written forms
 - Skilled to lift heavy weight and stand for long hours
 - Ability to maintain knowledge of residents health
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Professional Experience:

Activity Manager

HCR ManorCare, Sonora, CA

October 2008 – Present

- Hired and provided training to staff, maintained all departmental activities and evaluated performance.
- Performed regular assessments, designed various activities to benefit patients.
- Coordinated with patients and assisted in choosing appropriate activities for lifetime.
- Maintained all supply related activities and escorted patients whenever required.
- Prepared calendar for monthly activities, prepared schedules and ensured its appeal to all patients.
- Assisted volunteers in facility in conducting activities and ensured compliance to company policies.
- Documented all required forms and records according to Federal and state laws.
- Administered various duties for processes.

Activity Assistant

Golden Living, Sonora, CA

August 2003 – September 2008

- Provided assistance to all resident activities and performed assessment on a regular basis.
 - Managed various activities such as scheduling parties, movies and planning various games.
 - Ensured compliance to all Federal and State laws.
 - Maintained an inventory of supplies and submitted request whenever required.
 - Participated in various in service sessions and meetings.
 - Assisted Director in expanding recreational services for facility.
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Education:

Bachelor's Degree in Business Administration

Albany State University, Albany, GA

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