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## Assisted Living Coordinator Resume

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### Job Objective

To obtain an Assisted Living Coordinator position that will allow me to utilize my skills and has potential for growth.

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### Work Experience:

Assisted Living Coordinator, August 2005 – Present  
Sunrise Senior Living, Quarryville, PA

- Assisted Living Care Coordinator to provide quality care and services for Assisted Living residents.
- Worked with the Nursing staff and residents when required.
- Mentored and educated ongoing professional and personal growth for Health Services staff members.
- Worked under the general direction of the Assisted Living Administrator and received clinical supervision from the LPN Charge Nurse.

Assisted Living Coordinator, May 2000 – July 2005  
DePaul Senior Living Communities, Quarryville, PA

- Lead the day to day activities and programs for a Sunrise Senior Living community.
  - Assisted Residents with activities of daily living and general housekeeping.
  - Documented observations and interventions in Residents' medical chart.
  - Collaborated with other Sunrise Department Coordinators and the Executive Director.
  - Developed and maintained relationships with local schools, businesses and social organizations to establish an active network of volunteers and community resources.
  - Prepared and monitored expenses and financial statements to meet revenue and budget targets.
  - Recruited, hired, coached and retained a high performing employee team.
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### Summary of Qualifications:

- Hands-on experience in working as a Assisted Living Coordinator
  - Profound knowledge of local state and federal regulations pertaining to resident care and services
  - Proficient with computer and Microsoft Office
  - Exceptional ability to learn new applications
  - Immense ability to train and motivate volunteers and fellow team members to provide the best in quality activity programming
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### Education:

Bachelor's Degree in Social Work, Centre College, Kentucky, KY

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