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## Assisted Living Executive Director Resume

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### Job Objective

Bringing years of experience as Assisted Living Executive Director to the table and to the organization in order to provide the best experience possible for the firm.

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### Summary of Qualifications:

- Outstanding experience in managing budgets and other financial obligations
  - In-depth knowledge of OSHA regulations and safety procedures
  - Familiarity with laws and regulations regarding the operation of an assisted living facility
  - Ability to communicate effectively with residents, families, staff, vendors
  - Admirable time management and analytical skills
  - Excellent communication and supervisory skills
  - Superior leadership, management and motivational skills
  - Ability to lead the marketing efforts related to census growth
  - Ability to creating a positive environment
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### Work Experience:

Assisted Living Executive Director, August 2005 – Present  
Brookdale Senior Living Inc, Washington, DC

- Directed the hiring, evaluation and scheduling of all facility personnel.
- Assured complete and current employee personnel paperwork is on file.
- Monitored staffing schedules, eliminated overtime.
- Reviewed and assured coverage for all shifts and departments.
- Evaluated resident health and practical care needs before and after periodic intervals.
- Coordinated development of the Resident Service Plans as needed, assuring resident needs are addressed.
- Assured periodic maintenance tasks are performed.

Assisted Living Executive Director, May 2000 – July 2005  
Assisted Living Concepts, Inc, Washington, DC

- Coordinated worker's compensation claims by serving as a liaison injured worker, workers compensation claims manager, physicians and other health professionals.
  - Conducted regularly scheduled staff in services.
  - Handled staff grievances and concerns in a timely manner.
  - Assured emergency procedures and plans notebook is current and all staff is knowledgeable of its content.
  - Coordinated and maintained apartment overhaul and cleaning whenever required.
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### Education:

Bachelor's Degree in Business, Kentucky State University, Frankfort, KY

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