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## Health Care Coordinator Resume

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### Job Objective

To secure the position of Health Care Coordinator that will allow me to utilize acquired skills and experience.

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### Work Experience:

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Health Care Coordinator, May 2004 – Present  
Mortin, Menomonee Falls, WI

- Managed oversight of all areas of the summer health care program.
- Received and organized all health forms, incident reports, and other related documentation.
- Ensured adequate levels of hand health care supplies, and ordered new supplies.
- Maintained and updated inventory of supply usage.
- Distributed daily medication to campers.
- Treated ill and injured campers and documented all incidents and treatment procedures.

Health Care Coordinator, March 2002 – April 2004  
Wrangler, inc., Menomonee Falls, WI

- Helped staff to keep themselves healthy and recognize health risks.
  - Coordinated staff needs and assisted with health problems.
  - Coordinated local health care programs and supported groups and public health education seminars.
  - Liaised between MDA, patient families, clinic team members, vendors and other community-based organizations.
  - Assisted office team with special events and fund-raising programs.
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### Summary of Qualifications:

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- Licensed professional Registered Nurse with outstanding experience in assisted living, home health and long term care industries
  - In-depth knowledge of hiring staff, coaching, performance management daily operations supervision, discipline and counseling
  - Extensive knowledge of all medical terms
  - Solid understanding of medication administration and triage
  - Solid communication and organizational skills
  - Excellent computer and bilingual skills
  - Ability to work long hours and complete tasks with minimal supervision
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### Education:

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Bachelor of Science in Nursing, Marymount College, California, CA

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