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## Health Unit Coordinator Resume

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### Job Objective

Seeking to obtain a Health Unit Coordinator position with an organization where I can utilize my skills and be an asset to the employer.

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### Work Experience:

Health Unit Coordinator, May 2004 – Present  
Kent, Rehoboth Beach, DE

- Contributed to the business planning and health promotion and wellness intervention process.
- Coordinated health awareness and educational campaigns, behavior change programs, at all designated client locations.
- Evaluated and enhanced program delivery channels through the network.
- Facilitated behavior change programs and health improvement programs and meeting presentations.
- Coordinated committee meetings; acquired program buy-in and supported through all levels of the organization.
- Coordinated with wellness program promotion and marketing.

Health Unit Coordinator, March 2002 – April 2004  
Aplo,inc., Rehoboth Beach, DE

- Integrated with client health partner's safety and other employee health-related departments.
  - Participated in partner meetings to maximize program exposure.
  - Maintained accurate records and ensured confidentiality of data.
  - Recruited field health educators to deliver portions of the interventions to the organization.
  - Evaluated and provided performance feedback to field health educators to ensure quality-driven programming.
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### Summary of Qualifications:

- Outstanding experience in delivery and coordination of corporate-based health promotion programs
  - In-depth knowledge of medical terminology
  - Familiarity with data collection, data analysis, and outcomes reporting in regards to health risk and status
  - Proficient in Microsoft Office programs
  - Amazing ability to coordinate work promptly and accurately
  - Strong interpersonal communication, leadership and customer service skills
  - Ability to type a minimum of 40-50 words per minute
  - Amazing ability to effectively organize and prioritize work demands
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### Education:

High School Diploma, Life House Alternative School, FLAGSTAFF, AZ

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