
Staffing Clerk Resume

Job Objective

To obtain a Staffing Clerk position that fully utilizes my experience and abilities.

Work Experience:

Staffing Clerk
Kindred Healthcare, Portland, OR
May 2004 – Present

- Computed, processed and evaluated results of input to determine staffing needs.
- Identified staffing shortages and ensured appropriate action to resolve.
- Managed staffing calls (i.e. sick, absence, schedule changes).
- Maintained current employee information on automated scheduling.

Staffing Clerk
Cambridge Place, Portland, OR
March 2002– April 2004

- Prepared staff schedules for clinical departments and centralized float pools.
 - Maintained a current listing of employee contact numbers for call-in.
 - Developed post work schedules in advance.
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Summary of Qualifications:

- Remarkable staffing and scheduling experience
 - Proficient with automated scheduling and staffing system's
 - Ability to generate routine and non-routine reports in timely manner
 - Ability to interpret and enter manual timesheets into automated time reporting system
 - Ability to take appropriate action to resolve calls and schedules staff
 - Ability to maintains current employee information on automated scheduling
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Education:

Associate Degree in Accounting
Cuyahoga Community College District, Cleveland, OH

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