
Wellness Program Coordinator Resume

Job Objective

To obtain a Wellness Program Coordinator position that will allow me to utilize my skills and has potential for growth.

Work Experience:

Wellness Program Coordinator, May 2004 – Present
Sharp HealthCare, Portage, IN

- Developed and implemented wellness activities that are simple and easy for employees to be successful.
- Promoted and coordinated annual wellness biometrics and health assessment.
- Surveyed employees to analyze wellness educational needs.
- Provided ongoing education to employees on employer provided health related benefits.
- Assisted in answering common questions regarding Consumer Directed Healthcare Plan terminology, employer contributions and plan design operation.
- Maintained wellness communication boards at all facilities.
- Assisted employees to fully access and utilize all wellness services provided by insurance company and Employee Assistance Program.

Wellness Program Coordinator, May 2000 – July 2005
Sutter Health, Portage, IN

- Managed, implemented, delivered and evaluated Worksite Wellness program and services.
 - Built and sustained positive relationships with the customers through direct and indirect communications.
 - Documented all customer specific details related worksite wellness.
 - Monitored and provided analysis reports and validated for accuracy.
 - Communicated with staffs, customers, internal and external departments to ensure operational efficiency and effectiveness.
 - Developed Worksite Wellness departmental strategic goals and priorities.
 - Participated in internal feedback sessions to share the customer's experience to the product Management team.
-

Summary of Qualifications:

- In-depth knowledge of health and wellness programming as defined through National Health Coaching and Health Promotion standards
 - Exceptional ability to work in a highly diverse population
 - Uncommon ability to work with individuals effectively in all modalities, face-to-face, group and by phone
 - Ability to maintain good partnerships across functional areas and external vendors
 - Immense ability to define problems, collect, data, establish facts and draw valid conclusions
 - Skilled in MS Office and Microsoft Publisher
 - Excellent oral and written communication skills
 - Effective organizational and planning skills
 - Excellent public speaking skills
-

Education:

Bachelor's Degree in Public Health Education, Houghton College, New York, NY

[Build your Resume Now](#)