
Wellness Specialist Resume

Job Objective

Looking for a position as a Wellness Specialist within the company. Hope to bring years of technical experience and managerial skills to the table to help your company advance.

Highlights of Qualifications:

- Huge experience in Health promotion and wellness
 - Familiarity with fitness testing and personal program design
 - Proficient with MS Word, Excel and Outlook
 - Excellent analytical and reporting skills
 - Exceptional customer service and motivational skills
 - Ability to manage small group personal training sessions
 - Ability to work as a team player
 - Ability to communicate clearly, accurately and tactfully both verbally and in writing
 - Ability to work in a fast-paced environment while maintaining great attention to detail
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Professional Experience:

Wellness Specialist

United Medical Center, Bristol, TN

May 2006 – Present

- Obtained the case assignments in Case Management System.
- Analyzed the case notes and communicated with employees to compare and obtain additional information.
- Established additional contacts to obtain information.
- Analyzed the previous time away and calculated FMLA time remaining and available for use.
- Analyzed depending on the info provided whether the employee is eligible for Family Medical Leave.
- Issued notice of eligibility for FMLA time to the employee.
- Upgraded the case notes with additional info and eligibility decisions.

Wellness Specialist

Sarah Bush Lincoln Health Systems, Bristol, TN

March 2003 – April 2006

- Presented operational WF services in the WFC/P under the supervision of the WF Coordinator.
 - Presented the daily routine maintenance of existing exercise equipment.
 - Informed facility management when required regarding facility cleanliness and repair.
 - Assured that the supplies, equipment, files and client records are administered in properly secured storage.
 - Presented operational services in at Health Promotions program.
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Education:

Bachelor's Degree in PhysioTherapy

Rust College, Holly Springs, MS

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