|  |  |  |
| --- | --- | --- |
|  |  | ADMINISTRATIVE coordinator |
|  | Mariah Davis Objective Dedicated and dependable professional with extensive experience in administrative, operational, and client-centric roles, actively seeking a remote position. I am skilled at coordinating administrative, business, and operational activities, including HR, payroll, accounts payable, and scheduling. With proven experience in managing team efforts and ensuring operational efficiency, I am proficient in performing administrative and clerical functions and am competent in fulfilling targets under minimum supervision. I am committed to maintaining strict confidentiality and adherence to regulations, including HIPAA.  Work Experience |
| Contact  Mariah Davis  Champaign, IL  leona121020@gmail.com  +1 217 318 1649  Education  Skills  Hard Skills  \* Administrative and Clerical Functions  \* Payroll  \* Scheduling  \* Compliance Adherence (e.g., Medicare, Medicaid, HIPAA)  \* Human Resources Management  \* Microsoft Word  \* Cash Handling / Cash register  \* Typing  Soft Skills  \* Supervision and Management  \* Communication Skills  \* Customer Service / Guest Relations  \* Time Management  \* Organizational Skills  \* Problem-Solving Skills  \* Interpersonal Skills (e.g., compassionate and sympathetic communication)  \* Analytical Skills  \* Confidentiality Maintenance |  | Experience Concierge Services Supervisor  Clark-Lindsey Village-Urbana, IL | October 2022 to Present  \* Supervised and managed front office operations and team members, ensuring efficient daily functions and adherence to company standards.  \* Maintained fleet vehicles in optimal condition to ensure safe and legal operation.  \* Coordinated resident transportation for appointments and outings, prioritizing timely and reliable service.  \* Ensured clear and open communication with residents, staff, and external stakeholders  .  Celltrak/Office Coordinator  Carle Home Care-Champaign, IL | September 2021 to October 2022  \* Accurately tracked and maintained clinician mileage records for reimbursement purposes, ensuring timely and accurate payroll processing.  \* Maintained comprehensive monthly home care reports and updated client service records in compliance with CMS guidelines.  \* Assisted in obtaining and processing necessary physician orders and documents according to CMS regulations.  \* Monitored and coordinated treatment plans for patients.  Scheduling Coordinator  Help at Home LCC-Metroplis, IL | June 2018 to April 2019  \* Oversaw client care, fostering positive relationships with referral sources, clients, and employees.  \* Coordinated team efforts through effective supervision and open communication.  \* Ensured adherence to employee schedules and electronic visit verification procedures, optimizing operational efficiency.  \* Recruited and trained staff, contributing to the development and growth of the team.  Service Coordinator  Addus Home Health Care-Marion, IL | April 2017 to April 2018  \* Coordinated administrative, business, and operational activities, including HR, payroll, accounts payable, and scheduling.  \* Oversaw the new hire process, ensuring timely and accurate completion of all required documentation for new employees.  \* Conducted thorough investigations and resolved escalated client complaints.  \* Ensured strict adherence to Medicare, Medicaid, and HIPAA regulations and requirements.  Home Health Care Aide  Addus HealthCare, Inc.-Marion, IL | October 2015 to April 2017  \* Provided compassionate and personalized care to elderly and disabled clients in their homes.  \* Assisted clients with activities of daily living.  \* Maintained strict confidentiality of client information and adhered to HIPAA regulations at all times.  You can use this as a template. I've restructured the content to be more impactful and highlighted your administrative and coordination skills. |