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Objective

To gain employment where my valuable skills are utilized in enhancing the quality of life for your elder community. I am a licensed Nursing Home Administrator in the State of Colorado (September 2006), with successful outcomes as administrator and 19 years of nursing home experience as Director of Food Service. I have been involved in the culture change initiative becoming a certified Eden Associate in 2007.

Experience

Sava Senior Care

02/2009-11/2009

Interim Administrator; Palisade Living Center, Palisade, Colorado

Administrator for a 91 bed SNF with a 20 bed rehab unit and 20 bed special care Alzheimer's unit.

Accomplishments:

- ❖ Increased census 50 percent by improving business relationships with area health care providers and discharge planners.
- ❖ Increased profit margin by 25 percent by reducing costs, improving census outcomes, and eliminating the use of agency/pool nursing staff.
- ❖ Decreased turnover of staff by 60 percent by building a positive culture of respect and teamwork among staff at every level of the organization.

Sava Senior Care

08/2008-01/2010

Dietary Manager, Boulder Manor, Boulder, Colorado

Manage all aspects of Dietary Department in a 165 bed SNF to include staffing, budgeting, menu planning, sanitation and regulatory compliance.

Accomplishments:

- ❖ Consistently exceeded labor and food budget goals by continuous monitoring and management of policies and procedures.
- ❖ Improved customer satisfaction and survey compliance by holding myself and team to a higher standard in all areas of food production and sanitation.
- ❖ Oversaw kitchen renovation while providing high quality hot meals three times daily over a four week period.

**Trinidad State Nursing Home
Administrator in Training, Trinidad, Colorado**

8/2004 to 8/2006

2000 hour course in nursing home administration, culminating in licensure in the State of Colorado in September 2006. Mastered the principles of administration to include budgeting, accounting, records management, organization, personnel business management and regulatory compliance. Studied the medical, sociological, psychological, environmental and therapeutic aspects of resident care.

Trinidad State Nursing Home.

8/1991 to 8/2008:

Food Service Director, Trinidad State Nursing Home, Trinidad, Colorado

Plan, direct and coordinate the Food Service Program to include food production and service, clinical nutrition services, and procurement of food, supplies and equipment. Provide instruction and counseling for residents and families with emphasis on nutritional intervention and lifestyle management. Develop and monitor budget to control costs within the dietary department. Purchasing of all food service equipment and supplies. Evaluate employee performance, develop performance management and pay plans and conduct employee evaluations to develop goals and career objectives of employees.

Accomplishments:

- ❖ Implemented a centralized serving system for three satellite dining rooms which improved efficiency of service and quality of food served. This also allowed for a reduction in staffing thereby saving money.
- ❖ Improved customer satisfaction by implementing an open dining program with a café style menu offering residents more choices in menu selection.
- ❖ Consistently met or exceeded budget expectations over an 18 year period.

Salary requirements: Salary is negotiable.

References Upon Request