

LeAnn Carter

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Professional Summary

Exceptionally responsible and dedicated Assisted Living Executive Director with strong record of providing the best possible experience to residents. Deeply mindful of family concerns on an individual case-by-case basis. Highly adaptable in meeting evolving resident needs.

Core Qualifications

- Excellent proficiency in budget management
- Strong knowledge of OSHA safety procedures and regulations
- Superior familiarity with regulations and laws regarding assisted living facility operation
- Exceptional communication skills with residents staff family and vendors
- Outstanding motivational and leadership skills
- High ability to design and implement marketing efforts
- Good analytical and time management skills

Experience

Assisted Living Executive Director

3/1/2009 - Present

Westgate Assisted Living

Omaha, NE

- Directed screening hiring and evaluation of all facility staff.
- Assured scheduling coverage for all departments and shifts.
- Conducted periodic evaluations of resident practical care and health needs.
- Performed periodic review and coordination of Resident Service Plans.
- Ensured accuracy and currency of all personnel paperwork.

Assisted Living Executive Director

12/1/2003 - 2/1/2009

Greentree Assisted Living

Lincoln, NE

- Conducted regular staff in-service meetings.
- Served as worker's compensation claims manager.
- Coordinated regular residence cleaning and overhaul.
- Ensured staff compliance with all emergency plans and procedures.

Education

Master's Degree - Business Administration
2002

Creighton University
Omaha, NE

Bachelor's Degree - Business
2000

University of Nebraska
Lincoln, NE