

YVONNE KUBI

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PROFILE

Educated human resource professional and a proven manager with experience in recruiting.

PROFESSIONAL EXPERIENCE

Patient Clerical Assistant, Howard County Hospital, MD 2009-2011

- Handled admission, transfers and discharge of patients
- Transcribed patient prescription orders in our meditech system
- Prepared and faxed prescription orders to pharmacy
- Communicated effectively and provided assistance to callers
- Assigned chores to nurses and techs in meditech system
- Answered call light system and telephone calls internally and externally
- Greeted patients, family members and doctors to the floor
- Attended monthly meetings and shared ideas with manager and peers
- Assisted patients with minor and major concerns regarding hospital stay
- Arranged transportation service for patient transfer
- Ordered some special equipments for the department

Assisted Living Manager/Recruiter, Paint Branch Assisted Living, MD 2004-2008

- Recruited CNA's, GNA's, nurses, cooks, environmental service workers and dieticians
- Handled employee evaluations
- Screened potential employees, Planned employee orientations
- Posted job vacancies on employee website
- Employee relations, terminations, compensation and benefits
- Prepared staff scheduling, checked credentials
- Sent medication reminders for residents
- Assured admissions and discharges
- Managed and trained new existing employees including orientation for three new hires per month.
- Oversaw daily operation of facility including upper level customer service, administrative and patient care duties.
- Maintained a productive and professional environment, promoted an excellent internal and external customer relations
- Coordinated assignment of tasks to support staff, managed a 40 bed facility and supervised 13 employees

Assistant Instructor, Cambridge Nursing Academy, MD 2005-2007

- Assisted with clinical skills on site
- Helped/counseled students with written exams
- Assisted with clinical skills off site

Human Resource Recruiter, Home Instead Senior Care 2004-2005

- Recruited certified nursing assistants, companions and home health aids
- Screened potential employees, performed background checks
- Interviewed and hired employees, posted job openings on craigslist
- Performed group orientations, helped with daily administrative work
- Employee relations, terminations

Grants Technical Assistant, National Institutes of Health, MD 1997-2004

- Reviewed grants
- Attended group and out of town meetings
- Trained new employees
- Dealt with overseas researchers
- Processed grants in a timely fashion

SKILLS/CERTIFICATIONS

- Strong Computer Skills, Microsoft office, Word, Excel, Outlook, Intranet and managing relationships through LinkedIn, FaceBook, or similar social media websites
- Recruiting Skills and Managerial Skills
- Excellent organizational Skills and Marketing Skills
- Clerical Skills, and Customer Service Skills

EDUCATION

University of Maryland University College in Adelphi MD/UMCP

Master of Science in Management: Human Resource Management (Anticipated Graduation Date: 12/2013)

Graduate Certificate: Human Resource Management: (Anticipated date: 06/2012)

Bachelor of Science: Healthcare/Business Management (Graduated Date: 2010)