

Olive Barnett

EXECUTIVE ASSISTANT

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Executive Assistant Summary

- Dedicated Executive Assistant transitioning from 5+ years in caregiving, with developed skills in scheduling, communication, and time management.
- Streamlined daily routines for efficiency, achieving a 20% increase in schedule adherence and patient satisfaction.
- Managed financial records and medical documentation, ensuring 100% accuracy and compliance.
- Volunteer coordinator for local food drives, Associate's Degree with honors, recipient of the Compassionate Care Award.

Work Experience

Primary Caregiver

January 2018 - Present

Family Care Services

- Tailored care plans for individual needs, enhancing patient comfort and well-being.
- Coordinated with healthcare professionals and scheduled appointments, reducing wait times by 30%.
- Oversaw household management, including bill payments and maintenance, ensuring a smooth operation.

Caregiver Support Volunteer

June 2016 - December 2017

Community Health Outreach

- Provided emotional and logistical support to 20+ families, improving their coping strategies and resource utilization.
- Organized workshops on care strategies, positively impacting over 100 family caregivers.
- Developed a resource network for caregivers, enhancing access to services and support.

Assistant to the Facility Manager

September 2014 - May 2016

Sunrise Senior Living

- Assisted in the management of daily operations for a 50-resident facility, ensuring top-notch care and service.
- Implemented a resident feedback system, leading to a 15% improvement in resident satisfaction.
- Facilitated communication between residents, families, and staff, strengthening community relations.

Education

Associate of Science in Health Administration

September 2010 - May 2014

Prestige Community College

Skills

Time Management

Prioritization

Multitasking

Communication

Budget Management

Event Planning



Interests

Loves organizing community support groups, gardening, and practicing yoga.