

Kim Reyes

Office Administrator/Recruiter

✉ kreyes@kimchi.consulting 📍 Bay Point, CA in [linkedin.com/in/kreyesconsulting/](https://www.linkedin.com/in/kreyesconsulting/)

TECHNICAL SKILLS

Applicant Tracking Systems (ATS), Microsoft Office Suite, Google Workspace, Calendar Management Software, Communication Platforms, File Management, Troubleshooting, Python, JavaScript, SQL, HTML5, CSS,

WORK EXPERIENCE

AOC, Inc. | Recruiter

Oct '19 - Present

- Recruited and hired 5-6 applicants weekly to maintain optimal clinician staffing levels across all Bay Area counties
- Established strategic partnerships between the company and multiple staffing agencies, resulting in successful outsourcing of clinicians
- Utilized behavioral interview techniques during phone and in-person interviews to evaluate candidates' skills, knowledge, and alignment with company values
- Ensured the accuracy of candidate-provided information through coordinating reference and background checks.
- Worked with candidates to reach a mutually agreeable compensation package.
- Welcomed new hires and helped them get acclimated to the company and their role.

AOC, Inc | Administrator

Oct '19 - Present

- Streamlined office operations, resulting in a 15% increase in administrative efficiency, by implementing a new electronic filing system for processing patient paperwork and employee records.
- Managed all aspects of office administration, including answering phones, greeting visitors, scheduling appointments, ordering and maintaining office supplies, and coordinating with vendors, ensuring a smooth and efficient office environment.
- Provided comprehensive support to the agency's staff, including nurses and therapists by managing schedules, coordinating meetings, and assisting with various administrative tasks, facilitating effective communication and collaboration within the team.

AOC, Inc. | Care Coordinator

Oct '15 - Oct '19

- Achieved a significant 30% increase in patient census by implementing effective strategies and initiatives
- Streamlined admissions, onboarding, & registration procedures, efficiently processing **2000+ admissions**
- Resolved complex healthcare situations within 24 hours by assessing the situation, consulting with the primary care team and sending the assigned clinician immediately to ensure optimal patient care

EDUCATION

Advanced Software Engineering Certificate

Aug '23 - Dec '23

Bachelor of Science in Hospitality and Tourism Management

Jun '10 - Mar '14