

## May-Renati M. Fitch

110 Bleecker St. Apt. 15-D, New York, NY 10012 • (212) 475-5712 • [mrf240@nyu.edu](mailto:mrf240@nyu.edu)

---

**SUMMARY OF QUALIFICATIONS** Seeking a position in healthcare that will effectively utilize my management and office administration experience as well as competencies developed while working with children and adults.

**EDUCATION** **New York University**, New York, NY  
Bachelor of Science in Health Management, Major in Long Term Care, Fall 2008

**New York University**, New York, NY  
Associate's Degree in Liberal Arts, May 2006

### Relevant Courses:

Long Term Care, Residential Care Management, Health Management, Customer Service Management in Health Care, Legal Aspects of Health Care, Mental Health Issues of Adults and Children, Patient and Family Rights in Healthcare, Financial Management in Health Care, Statistics

### RELEVANT HEALTH CARE EXPERIENCE:

UNIT COORDINATOR ASSISTANT (Intern) Jan.–Apr. 2008

Isabella Nursing Home, New York, NY

- Updated and completed Resident Flow chart and care coordination of residents.
- Assisted the Program Director in implementing patient recreation program.
- Established a “companionship” program for a ventilator dependent patient.

DINING SERVICES AND DIETARY AIDE ASSISTANT (Intern) May-July 2008

Isabella Nursing Home, New York, NY

- Prepared tray tickets, food production forms, and modification of resident's diet changes.
- Updated daily and monthly food allocation.

CHILD CARE PROVIDER Oct 2000-present

New York, NY

- Collaborate with family in caring for twin children.
- Develop children's intellectual capabilities by fostering positive and caring attitude such as building relationships with adults and their peers.

FAMILY DAY CARE PROVIDER/MANAGER Aug. 1996-

New York NY June 2000

- Established and ran a NYS Licensed daycare facility for children (1-4 yrs.old).
- Planned and provided nutritious meals; created structured activities.
- Provided daycare needs for New York University's faculty and employees.

### MANAGEMENT/ADMINISTRATIVE EXPERIENCE:

ADMINISTRATIVE ASSISTANT Jan.-Dec 1995

Jack Schwartz Shoes, Inc.

- Coordinated communication between overseas office and NY headquarters, design, production, and sales reports
- Performed general administrative work such as faxing, mailing, copying, distribution

ADMINISTRATIVE ASSISTANT March 1993

Defran Systems, Inc. New York, NY Dec. 1994

- In-charged of Accts Receivable/Payable and payroll.
- Oversaw company's mass mailings and equipment repair and inventory.
- Organized and coordinated company's training seminars and other social events.

**SKILLS:** Proficient in MS Word/Excel. Strong organizational skills, and excellent customer and public relations.

---