

# Renata Guerrero

Milford, IL

An experienced business leader who brings enthusiasm, ambition, and creativity to the job. Business and team development through fostering strategic partnerships, both internally and externally based on open communication and trust. Strong

Analytical and critical thinking skills, resourceful problem-solving, and a positive attitude contributes to the ability to manage multiple projects, produce quality results, and add value to the company.

## Work Experience

---

### **Resident Home Administrator**

Iroquois Memorial Resident Home-Watseka, IL

August 2023 to Present

- Administrator with a focus on State and Federal Regulations
- Leader of a 35-bed skilled nursing facility for adults over the age of 55
- Directed a team of 20 associates to ensure customer needs were met and created a home-like environment.
- Ensured the facility remained in compliance with all state and federal regulations, including leading the facility through state investigations
- Increased Medicaid rates for Exceptional Care residents by improving both care and reporting.

### **Nursing Home Administrator**

Petersen Health Care-Watseka, IL

March 2023 to August 2023

- Multi-department management of residential intermediate and skilled care for residents with Memory issues and without.
- Provided leadership to 50 associates that delivered operations support, nursing care, case management, individual program plans, daily activities, and therapeutic activities to residents.
- Provided leadership to other departments-dietary, clinical, and business offices.
- Attended all educational workshops and programs.

## Education

---

### **MBA in Business science**

Olivet Nazarene University - Bourbonnais, IL

July 2021 to November 2022

## **B.S. in Science**

Olivet Nazarene University - Bourbonnais, IL

August 2019 to May 2021

### Skills

---

- Staff hiring
- Operational Analysis
- Facility cash flow management
- discipline
- Attend and participate in workshops, seminars, etc., to keep abreast of current changes in the long-term care field, as well as to maintain a professional status.
- organize
- Long-term strategic planning objectives
- Assist department directors in the development and use of departmental policies and procedures and establish a rapport in and among departments so that each can realize the importance of teamwork.
- direct the facility's programs and activities.
- Revenue cycle improvement
- Delegate administrative authority, responsibility, and accountability to other staff personnel as deemed necessary to perform their assigned duties.
- implement
- Ensure that each resident receives the necessary nursing, medical, and psycho-social services to attain and maintain the highest possible mental and physical functional status, as defined by the comprehensive assessment and care plan.
- Employee motivation
- Assist in the recruitment and selection of competent department directors, supervisors, consultants, and other auxiliary personnel.
- Operate facility within parameters of the approved budget to achieve census, revenues, and proper expense controls.
- supervision
- Plan
- develop
- evaluate
- Create and maintain an atmosphere of warmth, personal interest, and positive emphasis, as well as a calm environment throughout the facility.
- Cost and quality management systems analysis
- empowerment
- Business Analysis
- Agile
- Project management
- Product management

Greetings:

September 4, 2024

I am responding to the position of The New Mexico Public Regulation Commissioner. I have attained a Master's degree in Business Administration from Olivet Nazarene University. With my extensive administrative background and passion for contributing to a dynamic team, I am confident that I would be a valuable asset to your organization.

I have been balancing a budget for this facility. Adhering to the Federal and State guidelines. I have a strong knowledge of MS Office including Google, excel, and word. Produce a high volume of work and task completion efficiently and with great accuracy. I have a great work ethic and I am willing to show initiative in every task that is brought to my attention. I devote all the time that is needed in achieving the highest quality of work. Supervisory experienced in coaching, mentoring, and training staff. Knowledge of administrative procedures and personal management.

I have been a conservative and a Republican for many years. I see the conservative point of view more than the other side of the political party.

I am excited about the opportunity to contribute to the New Mexico Public Regulation Commissioner position. Also to the continued success and would welcome the chance to discuss how my skills and qualifications align with your needs. Thank you for considering my application. I look forward to the possibility of meeting with you to further discuss how I can contribute to your team.

Sincerely,

Renata M. Guerrero