

Rebecca Kurzyniec

Canton, MI

rebeccakurzyniec@yahoo.com

(734) 560-7292

Objective:

Diligent communications coordinator with 10+ years of management and operations experience. Ability to train employees to the highest standards of hospitality and customer service. Experienced in interviewing, on-boarding, and training employees.

Education:

Bachelors of Arts and Sciences

Eastern Michigan University, Ypsilanti, MI

January 2019-April 2020

Major: Communication

Minor: Art, Media, and Entertainment
Management

Associate's in Liberal Arts with Honors

Washtenaw Community College, Ypsilanti,
MI

Graduation date: December 2018

Skills:

- Interviewing and on-boarding
 - Digital marketing and content creation
 - Self-starter and productive
 - Proficient in Microsoft Suite, Word, Excel, PowerPoint, and Google Suite
 - Training and management development and deployment
 - Interpersonal communication skills
 - Organized and detail-oriented
 - Time management
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Experience:

Clinical Manager

Southfield Center for Integrated Musculoskeletal Injury

December 2022-February 2024

- Oversee daily activities and interactions with patients and staff
- Coordinated with superiors and colleagues on various projects
- Designed training materials and trained new hires

Chiropractic Assistant

Michigan Chiropractic Specialists

July 2022-November 2022

- Assist technicians
- Administrative tasks

Patient Care Coordinator

Wellness Center of Plymouth

August 2021-July 2022

- Handle scheduling patients
- Promoting health and wellness
- Event coordinator

Marketing Director/Hiring Manager

Wolverine Health & Fire Safety

February 2021-August 2021

- Designed and executed social media initiative
- Recruited and conducted Interviews

Patient Relations Representative

Dermatology Specialists of Canton

August 2019-June 2020

- Data input
- Administrative tasks
- Provided excellent customer service

Intern

Degy Entertainment

February 2019-May 2019

- Conducted research and analysis
- Utilized Excel

Certified Trainer/Server

Buffalo Wild Wings

April 2015-October 2019

- Administered employee training