**Kelly McCloskey**

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732-814-5728

Objective: To secure a challenging admissions/marketing position in healthcare

WORK EXPERIENCE:

# Licensed NJ Insurance Agent

BANKERS LIFE - Tinton Falls, NJ - March 2015 to Present

Developed and implemented sales plan from prospecting to close. Established and nurtured relationships with clients. Displayed professionalism and exemplary ethics. Identified and advised clients of needs for product services through fact finding assessments. Proficient in company products including Medicare supplements, life, and long term care insurance.

# Director of Admissions

BURNT TAVERN REHAB & HEALTHCARE CENTER - Township of Brick, NJ - February 2001 to November 2014

Maintain facility census for 171 bed long term care, sub-acute, and assisted living facility. Develop and maintain relationships with all health care agencies. Quickly identify profitability of referral. Coordinate precertification approvals with insurance companies. Maintain current knowledge of health insurance benefits both private and government. Educate patients/families/and health care colleagues on various program and insurance criteria. Create and implement ongoing marketing strategies, remaining community minded. Direct daily operations of admissions department, providing staff supervision.

# Director of Admissions

APPLEGARTH CARE CENTER - Hightstown, NJ - September 1999 to February 2001

Maximizing facility census for 186 bed long term care facility. Procured all necessary information for admissions selection. Maintained all data collection for statistical reports. Marketed services to community and health care providers. Established and maintained ongoing relationships with physicians, health care provides, and the community.

# Director of Social Service

CLARK NURSING & REHAB CENTER - Clark, NJ - December 1994 to September 1999

Provide ongoing social service to residents and families. Develop individualized social service care plans. Identify and implement discharge planning needs for residents returning to the community. Maintain statistical records and assessments as required. Facilitate support groups. Direct daily operation of department, including staff supervision. Maintain ongoing cooperative relations with all disciplines and outside agencies/vendors.

# Medical Social Worker

MEMORIAL MEDICAL CENTER - South Amboy, NJ - November 1992 to October 1994

Provide psychosocial support to patients and families. Liason between hospital staff and nursing facilities. Utilize knowledge of community services and program eligibilities Assist patients in applying for eligible programs both private and government. Provide crisis intervention and short term counseling

# Social Worker

NEW JERSEY GERIATRIC CENTER - Elizabeth, NJ - January 1992 to November 1992

Assist patients coping with problems related to long term social issues or illnesses. Conduct counseling to assess resident's mental condition and identify problems. Complete psychosocial assessments to determine resident's needs and implement appropriate plan of care.

PROFIENCY ATTRIBUTES:

Sigmacare Electronic Medical Records

Excel and Word programs

Outstanding oral and written skills

EDUCATION

# Bachelor of Social Work

Ramapo College - Mahwah, NJ

1991

SKILLS

Sigmacare Electronic Medical Records, Excel and Word programs, Outstanding oral and written skills

ADDITIONAL INFORMATION

* Strong healthcare background, with over 20 years experience
* Excellent knowledge of state regulations in both nursing home and assisted living settings
* Maintains current knowledge of eligibility requirements/benefits for Medicare, Medicare Advantage, Managed Medicaid, and private healthcare insurances.
* Customer service oriented.
* Unfailing diligence and total dedication to my position and employer.
* Easily completes tasks in a face paced work environment