



Olivia Kim



- Objective** To become a member of the Hawaii State Board of Nursing.
- Experience**
- Director of Assisted Living & Memory Support at Kahala Nui** January 2011-Present
 Responsible for the daily planning and implementation of the care of 63+ Assisted Living and Memory Support Residents at Kahala Nui. In charge of marketing the assisted living and memory support units and maintaining an extensive waiting list. Ensure department staff of 45+ maintains exemplary service for the Residents. Maintain, adhere, and communicate written policies and procedures that govern the operation of the department. Facilitate training and conduct competency exams for departmental staff. Participate in facility surveys by the Hawaii State Department of Health. Involved with day-to-day administrative tasks such as recruiting and hiring process, staff performance evaluations, timecard management and payroll, etc.
- Charge Nurse at Kahala Nui** July 2009-January 2011
 Oversee the nursing care of 27+ Residents on the comprehensive nursing units. Supervise staff on shift (4-5 certified nurses aides) to ensure exemplary service is provided.
- Nurse Manager/Nurse Care Consultant at Wilson Homecare** May 2009-July 2009
 Meet with customers to market the agency and provide consultation services with goals to provide long term home care services for clients. Visit and monitor the nursing care services provided by the staff at the clients' residence to ensure excellent care is being provided. Conduct routine training and competency exams for agency staff. Nursing care plans generated and updated for every client. Conduct interviews and participate in recruiting process.
- Office Manager at Wilson Homecare** June 2008-May 2009
 Responsible for maintaining and organizing daily administrative tasks. Focused on scheduling and appointments for the office, liaison with company phone calls, providing immediate customer service to visitors, assisting with all departments with credentialing, compliance, interviews, orientations, payroll, and recruiting.
- Education**
- University of San Francisco** August 2001-May 2006
 Bachelors of Science in Health Studies and Minor in Psychology
- University of Phoenix** Present
 Currently pursuing a BSN, and planning to pursue a MBA degree in 2016
- Skills**
- State of Hawaii Licensed Practical Nurse
- Member of The National Society of Collegiate Scholars
- CPR and First Aid Certified
- Fluent in Korean and conversational Japanese
- Proficient in Microsoft Office, Excel, and PowerPoint