

Kurt A Powers

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Healthcare Recruiter with 3+ years of experience assisting with and fulfilling staffing needs and per medical facility requirements. A professional with an attention to detail, dedication to quality, and a record of using communication and organization skills to lead and improve within the recruiting field. A highly self-motivated professional with sales, education, writing, and technical experience with proven record of success. Educated in journalism, communications, conflict management, and leadership (B.A. and M.A.).

Experience

APRIL 2021 – PRESENT

Senior Healthcare Recruiter | Prolink | Cincinnati, OH

- Recruited medical staff for various medical facilities with standard and creative plans to meet and exceed expectations per quarter.
- Lead with department-record staffing exceeding previous records and lead the department with increased department revenue.
- Cold calling of 50 calls per day to potential applicants.
- Sourced dozens of talent into Bullhorn and other databases weekly before contact.
- Interviewed 12-15 candidates weekly, collected required documents, and checked 2-3 references per candidate.
- Trained, mentored, and aided employer with education and training of staff.
- Updated clients with information about talent status for the team, and obtained information about positions to share with team.
- Supplied feedback for talent and client regarding interview or on-boarding statuses.
- Supported management with plans for new revenue opportunities.
- Reported updates and statuses for current and former talent on assignment.

NOVEMBER 2019 – APRIL 2021

Admissions Representative | South University | Pittsburgh, PA

- Called 20 to 30 prospective students to follow up on degree program questions.
- Worked with financial aid and gained information and documentation for student finances.
- Aided students with schedules, and worked with admissions team to confirm all required documents had been received and processed for student to enroll in classes.
- Directed up to 10 assigned students per month through the admissions process including assistance with obtaining transcripts, diplomas, and other education related documents.
- Addressed student concerns and contacted appropriate education department with any questions or issues with student performance.

JANUARY 2017 – NOVEMBER 2019

Scheduling Representative | Allegheny Health Network | Pittsburgh, PA

- Scheduled approximately 50 patient appointments per day with their doctors or staff.
- Called and documented calls to patients for required procedures and follow-up appointments in databases and Customer Resolution Management (CRM) software (SalesForce, EPIC, and others).
- Helped patients with the scheduling of various routine testing and other medical imaging.
- Furnished patients with required planning, documentation, and care instruction needs for specialized or routine appointments.
- Participated in 2 software conversion plans which covered 100+ computers in hospital offices, documented input of data, and trained on software related to conversion.
- Recognized as Employee of the Month in 2018.

DECEMBER 2015 – JANUARY 2017

Resident Hall Coordinator (Part-Time) | Edinboro University of Pennsylvania | Edinboro, PA

- Supervised Resident Assistants and other staff members with daily functions for student housing and other living activities on campus.
- Managed facility needs, personnel needs, addressed performance issues, and delegated tasks for building and special events.
- Time management demonstration and time-keeping for staff.
- Assisted with facilitation of events, lead meetings, and presented educational and training related information to staff.
- Mediated 2 – 3 conflicts weekly between employees, guests, and others on campus.
- Documented, investigated, and issued sanctions for students and non-students for various campus policy violations.
- Organized weekly meetings with residents and staff to improve resident hall.
- Participated in the design and facilitation of the hiring process for Resident Assistants.
- Interviewed potential new staff, and prepared information or hire decision meetings.

SEPTEMBER 2014 – JANUARY 2017

Substitute Teacher | Kelly Services | Erie, PA

- Instructed students as a substitute for elementary, middle school, and high school classes.
- Supervised and educated per lesson plans provided at Erie School (Erie, PA), Erie County Technical School (Erie, PA), and Fort LeBoeuf School District (Waterford, PA).

Skills

Type 60-70 words per minute • Proficient with Microsoft Office (Excel, Outlook, Word, etc), LibreOffice, Google Docs, and related office software and equipment • CRM Software • Operating Systems (Windows, Linux) • Technology, Technical Support, and Troubleshooting • Excellent time management skills • Research • Conflict management and Leadership • Writing and Editing • Sales and Account Management • Customer Service • Public speaking • Education and instructional • Data management • Attention to detail and quality • Excellent organizational skills •

Education

Bachelor of Arts Communications, Journalism | Edinboro University | Edinboro, PA

3.6 GPA • Member of Honor Fraternity (Lambda Pi Eta) • Member of Service Fraternity (Alpha Phi Omega) • Writer and Editor for Edinboro University's newspaper (The Spectator)

Master of Arts Communications, Leadership and Conflict Management | Edinboro University | Edinboro, PA

Master of Arts in Liberal Studies | University of North Carolina | Wilmington, NC