

Contact

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(LinkedIn)

Top Skills

CTMS
Research
Microsoft Office

Languages

English
Minor Spanish

Certifications

NIH Protecting Human Research participants

Honors-Awards

Dean's List (SCSU)
Dean's List (UNH)

Paul Kindzierski, MHA

Administrator in Training at Regency House Of Wallingford
West Haven, Connecticut

Summary

A recent graduate of University of New Haven with M.Sc in Healthcare Administration, graduate of Southern Connecticut State University with a B.Sc in Public Health. I am an ambitious hard worker, who is passionate about the healthcare field. My main objective is to obtain a health position that will provide experience for a future in an administrative role. Also, looking to expand my knowledge of the healthcare system, through board member or volunteer opportunities.

Experience

Regency House Of Wallingford
Administrator in Training
September 2018 - Present
Wallingford, CT

- Updated and distributed Emergency Preparedness Manual for Regency House, assisted in administrating yearly Emergency Drill for 130-bed Facility.
- Responsible for the dining and residential segment of an internal audit at The Pines at Bristol Center for Nursing & Rehabilitation.
- Reviewed and updated Corporate Compliance manual, updated all out of date vendor contracts and employee licenses.
- Conducted quarterly internal Environmental Audit at Regency House.
- Evaluated/updated materials for clinical staff orientation.
- Implemented, maintained, and trained staff on managing an in-house cable channel containing menus, events, news, and more that were relevant to Resident's daily lives.
- Participated in yearly budgetary analysis and review at corporate headquarters.
- Created Admissions tracking procedure and trained all staff on electronically updating information.
- Worked with department heads to update electronic spend down sheets.

Invicro, LLC

Supply Chain Coordinator

April 2017 - September 2018 (1 year 6 months)

New Haven, CT

Communicate with participating sites and centers for on boarding procedures. Obtain and maintain forms necessary for imaging centers to receive radiopharmaceutical doses, including RAM licenses, on boarding forms etc. Receive and manage dose order requests, approvals, and tracking. Responsible for database entry and tracking of critical site/center information and dose orders. Stay abreast of relevant cGMPs, GCPs, and other regulatory requirements and ensures study management activities are aligned. Appropriately represent status for supply and distribution on a study specific basis for the Clinical Supply Chain. Contributes to project plans and timelines.

Invicro, LLC

Operations Associate

June 2016 - April 2017 (11 months)

New Haven

Work with data in CTMS, vTiger, and other office systems to update electronic records in a timely manner. Coordinate and ship essential pharmacological paperwork/materials worldwide according to budgetary and timeline needs. Assist in the organization and filing of paperwork on various clinical trials. In charge of restocking and ordering for both office and all personnel in operations.

SCSU Office of Sustainability

Intern

January 2016 - May 2016 (5 months)

Southern Connecticut State University

Planned, implemented, and evaluated recycling competition program between on campus dormitories. Organized and coordinated tabling events to raise awareness for multiple sustainability programs. Collected, interpreted, and reported data on recycling tonnage, as well as electricity use and total waste tonnage.

SCSU Graduate Studies

Office Assistant

November 2014 - May 2016 (1 year 7 months)

Southern Connecticut State University

Assisted with filing, indexing, scanning, mailing, and creation of documents/transcripts for the School of Graduate Studies at SCSU, along with any other

miscellaneous jobs where help was required. Worked heavily with Microsoft Office 2015.

Education

Quinnipiac University

Long Term Care Administration Certificate, Long Term Care Administration/Management · (2018 - 2018)

University of New Haven

Masters of Science, Health/Health Care Administration/Management · (2016 - 2017)

Southern Connecticut State University

Bachelor's of Science, Public Health · (2012 - 2016)

Masuk High School

· (2008 - 2012)