

Teresa Nguyen

Activities Coordinator

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SKILLS

Activity Programming

Activity Calendars

Resident Assessments

Care Plans

Volunteer Coordination

Event Planning

Budget Tracking

Microsoft Office Excel

Organizational Skills

EDUCATION

Bachelor of Science

05/2021

University of Nebraska at Kearney

Kearney, NE

Recreation Management

CERTIFICATES

Activity Director Certified (ADC)

National Certification
Council for Activity
Professionals

03/2024

CPR and First Aid

American Red Cross

01/2025

SUMMARY

Activities coordinator with 5 years in assisted living and skilled nursing, now planning the full monthly program for a 110-resident community. Builds activity calendars, completes resident assessments and care plans, manages volunteers and a supply budget, and uses Microsoft Office and strong organizational skills to keep records survey-ready.

EXPERIENCE

Activities Coordinator

02/2023 - Present

Prairie Crest Senior Living

Omaha, NE

Assisted living and memory care community with 110 residents.

- Plan monthly activity calendars of **180+** programs, raising daily participation from 42% to 61%.
- Complete resident assessments and activity care plans for 25 new move-ins a year within 14 days.
- Recruit and schedule 20 volunteers from churches and schools, adding 30 program hours a month.
- Track a \$9,000 activities budget in Excel and order supplies through Outlook and vendor portals.

Activities Assistant

06/2021 - 01/2023

Elkhorn Valley Care Center

Omaha, NE

90-bed skilled nursing facility.

- Led **4** group programs a day, including exercise, reminiscence and pet therapy visits.
- Drove the facility bus on 2 monthly outings and escorted residents to every program.
- Recorded participation in the electronic health record, supporting 2 deficiency-free state surveys.
- Created a Word newsletter mailed monthly to 70 families with photos and upcoming events.