

Tasha Coleman

Staffing Coordinator

Staffing coordinator with 2 years of staff scheduling for nurses and nursing assistants at a 180-bed skilled nursing center. Fills daily call-offs, builds staffing and orientation schedules for new hires, and keeps time, license and payroll records accurate and confidential under HIPAA. Works daily in Excel, Word and Outlook.



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Columbus, OH



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Experience

Staffing Coordinator

08/2024 - Present

Scioto Valley Care Center

Columbus, OH

180-bed skilled nursing and rehabilitation facility with 260 staff.

- Build 4-week schedules for **140** nurses and STNAs, meeting state staffing ratios on every shift.
- Staff 15 to 20 call-off shifts a week from the PRN pool and agency partners, most within 1 hour.
- Draft staffing and orientation schedules for 8 to 10 new hires a month with the staff development nurse.
- Track overtime, agency hours and license expirations in Excel, reducing agency spending by 18% in 2025.

Front Desk Coordinator

05/2022 - 07/2024

Olentangy Senior Living

Worthington, OH

Part-time role during college at a 90-unit assisted living community.

- Routed 40+ calls a shift and passed resident and family requests to the right nurse.
- Entered shift swaps and time-off requests into the scheduling system for 70 caregivers.
- Maintained resident and employee files with strict confidentiality and zero privacy complaints.
- Covered the weekend front desk, logging 300 visitor check-ins a month in Microsoft Office forms.



Certificates

Basic Life Support (BLS)

02/2025

American Heart Association



Skills

Staff Scheduling

Staffing and
Orientation
Schedules

Excel

Word

Outlook

Microsoft Office

HIPAA

Confidentiality

Problem-Solving
Skills

Attention to Detail



Education

Associate of Applied Science

05/2024

Columbus State
Community College

Columbus, OH

Business Management