

Michael D. Cardwell

Permanent Address

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Current Address

5609 Madrid Drive
Austintown, Ohio 44515
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Education

Trumbull Career Technical Center—Warren, OH

- Certified Energy Specialist (2/12)

Youngstown State University—Youngstown, OH

- Bachelor of Science in Applied Science (BSAS) (12/10)
- Major: Nursing Home Administration with Certificate in Applied Gerontology

Work and Career Related Experience

□ *Intern/Administrator in Training.*

Humility House, Austintown, OH and The Assumption Village, Boardman, OH. (10/09 - 12/10)

□ *Employee/Administrator in Training.*

The Assumption Village, Boardman, OH (05/10 -07/11)

- *Information Technology support:* utilized Microsoft Office, networking, desktop support, functioned as operator, trainer, and troubleshooter for medical-specific software (CHP SafeCARE, ThinQwise, Care 2 Learn)
- *Human Resources and Compliance:* new staff orientation, HIPPA, workplace safety, and medical data entry, performed staff assessments; prepared facility for state and federal surveys, environmental maintenance.
- *Assistant to the Admissions Coordinator:* performed marketing and recruitment, processed residents' admissions, documented medical data into system, revised and implemented admissions process
- *Dining Services:* ordered food, checked dietary restrictions and food preparation
- Served on several committees to improve the overall performance of the facility.

□ *Student Library Assistant.*

- Youngstown State University Maag Library, Youngstown, OH: (02/08 - 12/10)
 - Student Library Assistant - Organized books, helped patrons at front desk, conducted new hire tours and training

□ *Lifeguard*

- **Hubbard Pool, Hubbard, OH:** (05/06-- 09/06; 04/09 -09/09)
 - Lifeguard Training Instructor, Water Safety Instructor, and Lifeguard
- **Logan Swim Club, Liberty, OH:** (05/07 - 09/07)
 - Head Lifeguard and Water Safety Instructor
- **Youngstown State University Pool, Youngstown, OH:** (09/05 - 08/07)
 - Lifeguard and Lifeguard Training Instructor

Other Relevant Experience and Skills

- Self-employment in computer repair and troubleshooting
- Eager to learn new skills, knowledge, and concepts
- Fast-learner and able to easily adapt to change
- Ability to comprehend complex technology
- Encourage and embrace teamwork
- History of leadership in a variety of settings
- Familiarity with terminology and trends in technology

Memberships, Honors, Volunteerism and Activities

- Dean's List; Youngstown State University
- YSU Emerging Leader Program Graduate
- Sigma Alpha Lambda National Leadership and Honors Organization Member
- Youngstown State University Williamson Business College Scholarship Recipient
- Youngstown State University Penguins Division 1 Men's Hockey Team Member
- Habitat for Humanity, YSU Campus Ministries, Jacksonville, FL (Spring, 06, Spring, 10)
- American Field Service (AFS) host to students from Argentina, Brazil, Norway & Japan (03-09)