




Ethan Brown

Case Manager Assistant

Organized case manager assistant skilled in supporting high caseloads


Efficient case management professional with three years of experience providing administrative and client support to case managers in health care and social services.

CONTACT

 (123) 456-7890

 email@example.com

 LinkedIn

 City, ST 12345

KEY SKILLS

- Client intake and documentation
- Scheduling and coordination
- Administrative support
- Data entry accuracy
- Resource referrals

PROFESSIONAL EXPERIENCE

June 2023 - Present

Case Manager Assistant | Ohio Community Wellness | Columbus, OH

- Coordinated appointments and managed schedules for three case managers handling a combined caseload of 120+ clients
- Supported intake interviews and documentation, reducing onboarding time by 25%
- Updated case files in compliance with regulatory guidelines, ensuring 100% audit accuracy

August 2021 - June 2023

Administrative Assistant | CareFirst Services | Columbus, OH

- Assisted in maintaining client records and preparing reports for care team meetings
- Responded to client inquiries, providing timely updates on case statuses

EDUCATION

Associate Degree in Social Work

Columbus State Community College, Columbus, OH | - May 2021