

Currently serving as an Executive Director for Brookdale Senior Living in Nashville, TN. In search of a new opportunity that will allow me to transfer skills that I have acquired operating an Assisted Living and Memory Care community. Seeking a position where I can grow and continue gaining experience while being challenged to set the bar high and achieve success.

## EXPERIENCE



Interim Executive Director/Executive Director  
**Brookdale Senior Living**  
January 2018 – Present  
Nashville, TN

Responsible for all operations, acting as a contact for all staff, residents, prospects, community organizations, government agencies, and the public.

Oversee a revenue of up to \$6.6 million annually.

Maintains current departmental policies, procedures, and licenses in accordance with the company, Federal, State, and local requirements.

Develops and maintains a positive image within the community by representing the community and company to governmental agencies, professional organizations, community groups, and other appropriate public agencies/groups.

Responsible for direct oversight of Asset Management, Dining, Sales, Administration, Resident Engagement, and Clinical departments.

All other job responsibilities as seen below under the Associate Executive Director role.



Associate Executive Director  
**Brookdale Senior Living**  
August 2016 – December 2018  
Nashville, TN

Under direct supervision of the Executive Director, responsible for all community operations, acting as contact for all staff, residents, prospects, community organizations, government agencies, and the public.

Supervise, direct, and motivate staff and management team by maintaining superior training and morale.

In conjunction with the Executive Director, develop operating and capital budgets and minimize negative budget variances and deficits.

Hire, train, discipline, and terminate employees in accordance with company policies.



Business Office Manager  
**Brookdale Senior Living**  
October 2015 – July 2016  
Nashville, TN

Directly managed and supervised the community's business office and oversaw day-to-day operations of the community.

Served as the Human Resource manager for the community, thus overseeing the screening, interviewing, and hiring process for potential employees as well as the training of all new associates.

Coordinated payroll, billing, and operational processes within the department.

Compiled materials and maintained confidential documents and information for employees and residents.



Administrative Assistant  
**Brookdale Senior Living**  
April 2015 – September 2015  
Nashville, TN

Performed various administrative and clerical functions including answering phones, filing, faxing, scheduling, data collection and entry, etc. that were required to maintain an organized community.

Served as primary point of contact for residents, their families, and employees and directed them to the proper manager or director as needed.

Assisted in obtaining and completing new hire documentation for new associates.

Completed special projects as assigned by management team.

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Communications Intern  
**Gertrude C. Ford Center for the Performing Arts**  
August 2013 – July 2014  
Oxford, MS

Improved student attendance at Ford Center events by 20% by working alongside the Marketing Director to design programming and provide cultural opportunities that appealed to our target audience.

Developed and managed social media accounts: Facebook, Twitter, blog.

Assisted the House Manager with volunteer coordination and behind-the-scenes planning for events ranging from large scale productions with over 2,000 attendees to group meetings in our various event spaces.



Public Relations Intern  
**Mississippi Main Street Association**  
August 2013 – December 2013  
Oxford, MS

Served as assistant to the Communications Manager for Mississippi Main Street Association.

Created online spotlights for MMSA's featured Main Street Communities by developing content through site visits and in-person interviews.

Managed the organization's event calendar and email database for over 50 Main Street communities.

Overhauled social media accounts while setting up the accounts to reach a broader base through greater activity and quality content generation.



**THE UNIVERSITY of  
MISSISSIPPI**

Director of The Student Programming Board  
**Department of Campus Programming, Ole Miss**  
April 2012 – March 2013  
Oxford, MS

Served on the board in various capacities starting in 2009.

Planned and executed over 450 events over 4 years on the Board including Homecoming activities, concerts with over 8,000 attendees, and the Miss University preliminary for the Miss America Organization.

Served on ancillary organizations as a representative of the University's events team.

Built and maintained strong relationships with University officials and various organization stakeholders.

Facilitated the coordination and strategy of the Executive Board consisting of 10 members

## EDUCATION



**THE UNIVERSITY of  
MISSISSIPPI**

**The University of Mississippi**  
**Bachelor of Business Administration**, Marketing and Corporate Relations  
**Emphasis:** Public Relations and Reputation Management  
**Minor:** Journalism

## SKILLS/INTERESTS

Human Resources, Crisis Management, Organizational Operations, Fundraising, Event Planning, Team Management, Healthcare Administration, Leadership, Teamwork, Public Speaking, Microsoft Office Suite, Social Media, Community Outreach

*REFERENCES AVAILABLE UPON REQUEST*