

SALES CLERK

Summary of Skills

- OSHA inspections
- Exceptional interpersonal skills
- New hire orientation
- Compensation/payroll
- Recruiting
- Hiring and retention
- Training and development
- Regulatory compliance
- Personnel records maintenance
- Exceptional time management skills
- Adaptable

Accomplishments

Implementation

- Assisted in implementation of new tracking system that resulted in improved patient care.

Documentation

- Ensured charting accuracy through precise documentation.

Training

- Trained team of staff nurses in medical office procedures to guarantee consistent quality of care.

Experience

12/2013 to 06/2014

Sales Clerk Company Name i¼ City , State

- Greet customers and ascertain what each customer wants or needs.
- Compute sales prices, total purchases and receive and process cash or credit payment.
- Answer questions regarding the store and its merchandise.
- Prepare merchandise for purchase or rental.
- Watch for and recognize security risks and thefts, and know how to prevent or handle these situations.
- Inventory stock and requisition new stock.
- Ticket, arrange and display merchandise to promote sales.
- Exchange merchandise for customers and accept returns.
- Open and close cash registers, performing tasks such as counting money, separating charge slips, coupons, and vouchers, balancing cash drawers, and making deposits.
- Greet customers and ascertain what each customer wants or needs.

05/2006 to 10/2012

Nursing Assistant Company Name i¼ City , State

- Communicate with patients to ascertain feelings or need for assistance or social and emotional support.
- Document or otherwise report observations of patient behavior, complaints, or physical symptoms to nurses.
- Feed patients or assist patients to eat or drink.
- Measure and record food and liquid intake or urinary and fecal output, reporting changes to medical or nursing staff.
- Observe or examine patients to detect symptoms that may require medical attention, such as bruises, open wounds, or blood in urine.
- Prepare or serve food trays.
- Provide physical support to assist patients to perform daily living activities, such as getting out of bed, bathing, dressing, using the toilet, standing, walking, or exercising.
- Remind patients to take medications or nutritional supplements.

04/2001 to 07/2008

FRONT DESK MANAGER FRONT DESK MANAGER Company Name i¼ City , State

- Carefully selected, developed and retained qualified staff, as well as trained [number] new staff annually.
- Evaluated patient care procedural changes for effectiveness.
- Created annual goals, objectives and budget and made recommendations to reduce costs. Perform various clerical or administrative functions, such as ordering and maintaining an inventory of supplies.
- Assisted in the design and execution of programs that contributed to a [%] growth of the organization in the [year] fiscal year. Conducted probationary and annual performance evaluations of all nursing staff. Developed and arranged continuing education opportunities for all staff to increase knowledge and skills. Supervised and evaluated the activities of medical, nursing, technical, clerical, service, maintenance and

other personnel. Analyzed facility activities and data to properly assess risk management and improve services. Completed daily rounds of the nursing department to verify that all nursing service personnel were performing their work assignments in accordance with acceptable nursing standards. Evaluated nursing notes to confirm that they accurately and completely described care provided and patient responses. Created system-wide communications about service excellence. Effectively served as an advisory resource by providing patient/family experience expertise. Monitored infection control procedures to ensure facility-wide health and safety. Assigned staff to meet patient care needs and address productivity standards, while adjusting for census, skill mix and sick calls. Conducted probationary and annual performance evaluations of all nursing staff. Developed and arranged continuing education opportunities for all staff to increase knowledge and skills. Supervised and evaluated the activities of medical, nursing, technical, clerical, service, maintenance and other personnel. Analyzed facility activities and data to properly assess risk management and improve services. Kept abreast of advances in medicine, computerized diagnostic and treatment equipment, data processing technology, government regulations, health insurance changes and financing options.

Education

Diploma Stone Mountain High i¼ City , State

Certificate Georgia Medical i¼ City , State

Skills

administrative, cash registers, clerical, credit, excellent customer service, Inventory, Exchange, money, nursing, organizational skills, reporting, sales, supervision, telephones