

# Lou Hamilton

## **Licensed Practical Nurse at Bria of River Oaks**

Merrillville, IN

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(219)750-9889

## Work Experience

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### **Licensed Practical Nurse**

Burnham Healthcare - Burnham, IL

April 2004 to Present

Sixteen years of supervisory experience over 300+ beds SNF

Assures patient safety, maintains medical intake forms, patient health records, and office administration

Responsible for transcribing and verifying physicians' orders, dispensing oral medications, injections, and oxygen therapy

Works with both skilled and M.I. population

Responsible for scheduling, training, and evaluating approximately 20 employees

### **Telephone Sales Representative**

Americall Corporation - Lansing, IL

January 2000 to November 2002

Contacted businesses and private individuals by telephone in order to solicit sales for goods

Explained products and answered customers' questions

Maintained records of contacts, accounts, and orders

Conducted client and market surveys in order to obtain information about potential customers

Other duties included; administration, adjusting sales scripts to better target interests of specific individuals

### **Telephone Sales Representative**

O.R.C Protel - Lansing, IL

February 1998 to June 2001

Generated sales leads to accomplish monthly and quarterly goals

Delivered prepared sales talks, reading from scripts that explained services and products

Contacted business and private individuals by telephone in order to solicit sales for company's goods and services

## Education

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### **High school or equivalent**

Olympia College - Merrillville, IN

2003

### **Nursing**

South Suburban College - South Holland, IL

2002

Seton Academy - South Holland, IL

1999

## Skills

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- LPN
- Tube Feeding
- Experience Administering Injections
- Medication Administration
- Transcription
- Nursing
- Intake Experience
- Employee Evaluation
- Vital Signs

## Certifications and Licenses

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**LPN**

## Additional Information

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### Skills

Experienced with providing quality patient care

Strong interpersonal and communication skills

Proficient in Microsoft Offices products, typing speed 60+ wpm