

William Hamilton

Newly licensed Registered Nurse

Knoxville, TN 37920

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I have over 10 years of experience as a Service Representative, as a Roustabout, Oil and Gas, a Retail Salesperson, a medical assistant, and a medical Unit Secretary.

Most recently, I have been working as a Medical Assistant at AFC Urgent Care.

My Skills and experience include: Cashier, Troubleshooting, Electronics, Clerical and Medical terminology, as well as sales.

I hold a diploma from Betsy Layne High and an associates degree in nursing from American National University completed in 2020.

Willing to relocate: Anywhere

Authorized to work in the US for any employer

Work Experience

Medical Assistant

AFC Urgent Care - Knoxville, TN

May 2021 to Present

Unit Secretary

Pikeville Medical Center - Pikeville, KY

May 2016 to Present

Answer patient call lights. Input all Doctor orders for every patient on the floor

EMR

Retail Salesperson

Walters Toyota Nissan

June 2014 to May 2016

I have over 10 years of experience as a Service Representative, as a Roustabout, Oil and Gas and as a Retail Salesperson in a variety of industries.

Most recently, I have been working in the Business Development Department at Walters Toyota Nissan from June 2014 to present.

My

Insurance Agent/ Territory Manager

Combined Insurance - Chicago, IL

January 2012 to June 2014

Sold Insurance policies. Helped customers maintain those policies. Managed 9 counties and 5 employees.

Education

Associate's degree in Nursing

American National University

August 2018 to September 2020

Some college in Nursing

American National University - Pikeville, KY

March 2018 to September 2020

Skills

- Insurance Sales
- Medical Scheduling
- Medical Terminology
- Cold Calling
- Medical Records
- Management
- Vital Signs
- Medical Office Experience
- Leadership
- Supervising experience
- Windows
- EMR systems
- Medical receptionist
- HIPAA
- Microsoft Office
- Customer Service
- Organizational Skills
- Patient Care
- Microsoft Word
- Communication Skills

Certifications and Licenses

Basic Life Support (BLS)

May 2021

CPR Certification

Real Estate License

Registered Nurse (RN)

Assessments

Data entry: Accuracy — Proficient

April 2021

Entering data quickly and accurately

Full results: [Proficient](#)

Administrative assistant/receptionist — Highly Proficient

April 2021

Using basic scheduling and organizational skills in an office setting

Full results: [Highly Proficient](#)

Sales skills — Expert

June 2021

Influencing and negotiating with customers

Full results: [Expert](#)

Work motivation — Proficient

June 2021

Level of motivation and discipline applied toward work

Full results: [Proficient](#)

Nursing assistant skills — Proficient

January 2022

Providing nursing aid to patients using knowledge of relevant equipment and procedures

Full results: [Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.

Additional Information

Skills

I am a very easy going person that works well with others and gets along with anyone. I am a people person. I have experience with computers and all different computer programs, such as, Excel, power point and word.

Other skills are: Cashier, customer support, telephone skills, troubleshooting, communication skills, customer relations, data entry, electronics, hand tools, personnel safety, sales, delivery, medical terminology, retail sales, scheduling and first aid.