

DIRECTOR, COMPOUNDING SALES SPECIALIST

Professional Summary

Highly organized and talented sales professional who effectively multi-tasks and balances customer needs with company demands. Efficiently builds loyalty and long-term relationships with customers, while consistently reaching and exceeding sales targets. Skilled in building relationships, negotiating and closing sales.

Core Qualifications

Microsoft Office, Word, PowerPoint, Excel. *CRM Software: Sugar and Sales Logix. *Accomplished in relationship building and selling.

Experience

Director, Compounding Sales Specialist

July 1997 to March 2015 Company Name i¼ City , State

- Talented sales professional who effectively multi-tasks and balances customer needs with company demands.
- Efficiently builds loyalty and long-term relationships with customers, while consistently reaching sales targets.
- Exceed sales goals.
- Monitor customers preferences to determine focus of sales efforts.
- Numerous sales awards for most new accounts signed monthly and most dollars in revenue.
- Plan sales events.
- Present PowerPoint presentations at events for professionals and the public.
- Train new sales representatives on all aspects of compounding.
- Respond to all customers inquiries in a timely manner.
- Maintain friendly and professional customer interactions.

Healthcare Services Supervisor

April 1996 to June 1997 Company Name i¼ City , State

- Build and design nursing division.
- Recruit and hire all professionals.
- Verify all credentials and background checks.
- Make cold calls and appointments to local hospitals, nursing homes and doctors' offices to introduce service to build client base.
- Answer all clients' and employees' questions and concerns regarding services, availability and pricing.

Branch Manager

June 1994 to March 1996 Company Name i¼ City , State

- Manage all activities at the local branch, delegating duties as necessary.
- Make cold calls and appointments to local hospitals, nursing homes and doctors' offices to introduce service to build client base Increase client base to increase revenue.
- Increase recruitment of professionals.
- Verify all credentials and background checks on professionals.
- Increase client orders and staff open positions with appropriate skilled professionals.
- Resolve problems in a timely manner.

Staffing Coordinator

August 1983 to June 1994 Company Name i¼ City , State

- Plan and conduct new employee orientation to foster positive attitude toward organizational objectives.
- Perform difficult staffing duties, including dealing with understaffing, refereeing disputes, firing employees, and administering disciplinary procedures.
- Provide current and prospective employees with information about policies, job duties, working conditions, wages, opportunities for promotion and employee benefits.
- Develop, administer and evaluate applicant tests.
- Verify all credentials, references and background checks on staffing employees.
- Identify staff vacancies and recruit, interview and select applicants.

Front End Manager/Cashier

June 1981 to July 1983 Company Name i¼ City , State

- Count money in cash drawers at the beginning of shifts to ensure that amounts are correct and that there is adequate change.
- Calculate total payments received during a time period, and reconcile this with total sales.
- Monitor checkout stations to ensure that they have adequate cash available and that they are staffed appropriately.
- Supervise others and provide on-the-job training.
- Compute and record totals of transactions.
- Issue receipts, refunds, credits, or change due to customers.
- Assist customers by providing information and resolving their complaints.
- Assist with duties in other areas of the store.

L.P.N. Staff Nurse & PRN Charge Nurse

June 1978 to May 1981 Company Name i¼ City , State

- Assist other nursing units as needed, such as, ICU, CCU and ER.
- Provide basic patient care or treatments.
- Administer prescribed medications or start intravenous fluids, noting times and amounts on patients' charts.
- Observe patients, charting and reporting changes in patients' conditions, such as adverse reactions to medication or treatment, and taking any necessary action.
- Work as part of a healthcare team to assess patient needs, plan and modify care, and implement interventions.
- Supervise other L.P.N.'s, nurses' aides or assistants.
- Answer patients' calls and determine how to assist them.

Receptionist

January 1971 to February 1975 Company Name i¼ City , State

- Greet visitors, ascertain purpose of visit, and direct them to appropriate staff.
- Answer telephones and direct calls to appropriate staff.
- Complete insurance or other claim forms.
- Interview patients to complete documents, case histories, or forms, such as intake or insurance forms.
- Compile and record medical charts, reports, or correspondence, using typewriter.
- Perform various clerical or administrative functions, such as ordering and maintaining an inventory of supplies.
- Transcribe recorded messages or practitioners' diagnoses or recommendations into patients' medical records.
- Receive and route messages or documents, such as laboratory results, to appropriate staff.

Education

High School Diploma : May 1971 GRIFFITHVILLE HIGH SCHOOL i¼ City , State

Physical Education/Math , May 1977 HARDING COLLEGE i¼ City , State Physical Education/Math

BAPTIST SCHOOL OF NURSING i¼ City , State

Aug 1978 L.P.N

Skills

administrative functions, basic, benefits, charts, clerical, CRM, client, clients, firing, focus, forms, insurance, inventory, Issue receipts, Excel, money, Microsoft Office, PowerPoint, PowerPoint presentations, Word, nursing, organizational, patient care, Observe patients, policies, pricing, promotion, recruitment, relationship building, reporting, selling, Sales, staffing, telephones, typewriter