

Nicole Starman

Loraine, IL
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WORK EXPERIENCE

Unit Secretary in OB

Blessing Hospital - Quincy, IL - November 2012 to February 2014

Responsibilities

Answered phone calls and patient call lights, greeted visitors, filing charts, data entry, completion of birth certificates

Skills Used

Excellent customer service skills, worked as part of a team and independently in a very fast paced environment

Sales Manager

Hometown Auto Credit - Hannibal, MO - September 2010 to June 2012

Responsibilities

Greeted customers, found financing with sub prime lenders for customers with credit problems, followed up on leads and emails.

Accomplishments

Exceeded my sales goals each month

Skills Used

Used various sales techniques to meet and exceed all goals, helped customers find vehicles to fit their needs and budget.

EDUCATION

GED in General Education

Unity High School - Mendon, IL
1988 to 1999