

Amie Neil

SUMMARY

A motivated business major with 18 years of experience in customer and patient care services. Having spent 8 years in the US Army learning skills such as adaptability, attention to detail, and flexibility. Looking to further my career and apply interpersonal skills and creativity to a new team with advancement potential.

CONTACT

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EDUCATION

SOUTHERN NEW HAMPSHIRE UNIVERSITY
April 2023-Present
Bachelor's Degree-Business

Earning Honor Roll/Presidents List every term

SKILLS

- Time Management
- Strong Work Ethic
- Problem Solving
- Leadership Skills
- Interpersonal Skills
- Organizational Skills
- Active Listening
- Microsoft Office Suite
- Exquisite Verbal and Written Communication

*References available upon request.

EXPERIENCE

MEDICAL ASSISTANT

UPMC Neurology | Hermitage, PA | 2016- Present

Collaborate with other specialty and primary care offices for continuity of care, take vitals, answer patient calls, provide patient support, assist with neurological exams and assessments, insert IVs, EKGs, Bladder scans and other patient care techniques.

CUSTOMER SERVICE REPRESENTATIVE

Warehouse Sales | Sharon, PA | 2011- 2017

Assist customers in finding the right tools and parts for their projects, stocked shelves, answering incoming calls, cleaned and organized storeroom, daily accounts receivable, key cutting and programming and processing customer orders and returns.

68E DENTAL ASSISTANT

US Army | Harrisburg, PA | 2007- 2015

Directly assisted dentist with dental procedures and cleanings both in the clinic and in the field, sterilization of dental tools, pre-procedure setup and post-procedure clean-up, explanation of aftercare instructions and scheduling appointments.