# SHERVELL hAMILTON

Over and 10 years of experience as an administrative support and seven years of experience in the healthcare field, as a Medical Assistant, NST and Patient Service Representative. I am accurate, detail-orientated and reliable. I am self-motivated and able to work independently and as a team member. I am familiar with a number of aspects in Oncology and a passionate problem solver.

SH

SKILLS

*MS Word*

*Excel*

*Outlook*

*Administrative*

*CPR Certification*

*Shervellh@aol.com*

 *(202) 468.0892*

 *Baltimore, MD*

Bachelor of Arts & Sciences

*Sociology*

*University of the District of Columbia*

*Phlebotomy Training Certification*

*Prince George Community College*

*Registered, Medical Assistant*

*Nursing Assistant, CNA*

*Wooster Business College*

PSR, Nurse Support Tech, Medical Assistant

*Mercy Medical Hospital Oncology Department*

September 2013 - May 2019

* Cross-trained as an anesthesia tech and performed administrative and clinical duties in the anesthesia department.
* Clinical Duties: Lead patient treatment education, assisted physicians, collected and prepared lab specimens, administered medications, coordinated patient care.
* Admin Duties: Recruited and enrolled patients, filed medical records and insurance forms, arranged hospital admissions and lab services, performed follow-up calls with patients.
* Sourced governance documentation and facilitated data collection.
* Payroll and time keeper.

Office Coordinator

Hyatt Arlington, Arlington VA

May 2012 - June 2013

* Supervised a team of 5
* Assigned duties and performed regular inspections
* Facilitated data collection, personnel performance, and time maintenance
* Managed payroll expense and department expense reporting.

Executive Research Administrative Assistant

*The Capital Group Companies, Washington D.C.*

Sept.2000 - June.2011

* Research industry information
* Manage payment disbursement
* maintain business subscriptions
* Oversee resources for county travel

EDUCATION

EXPERIENCE

VOLUNTEER

GROUP SUPPORT LEAD

*2016-2018*

Lead hospital group sessions focused on helping patients who were interested in alternative methods of treatment.

Anesthesia Department, Secretary

*Union Memorial Hospital*

June 2019 - Current

* Manage surgery schedule for the Chief of Anesthesiology
* Maintain anesthesiologists credentials, licensure & records
* Supervise and on-board student interns
* Maintain regulatory documentation
* Manage site level clinical operations