

# Riley Burton

## Sales Manager

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### Work Experience

#### SmartAsset – Sales Manager

2010 - current

Atlanta, GA

- Managed 12 account executives, training, mentoring, and motivating the team to meet or exceed sales goals 93% of the time
- Traveled to recruit, hire, and train 4 account executives, and followed up in person with high-profile clients
- Evaluated sales objectives and results, and drafted weekly, monthly, and quarterly reports to analyze statistics, adjust budgets and goals, and determine promotions
- Handled and cleared up complaints, responded to online reviews, and monitored quality of outgoing and incoming phone calls to raise client satisfaction from 85% to 96%

#### Medely – Registered Nurse

2008 - 2010

Atlanta, GA

- Traveled to 8 states from coast to coast to provide advanced life support and ICU care for understaffed hospitals, committing to 4 to 13-week contracts at a time
- Registered and obtained vitals of 4-5 assigned patients each shift, administered medications and IVs, and evaluated patients' progression or decline through frequent monitoring and communication
- Listened to patients' concerns, observed symptoms and behavior, and partnered with physicians to adjust, remove, or add medications, supplements, and appropriate therapies
- Assisted fellow RNs with filling out patient charts, conducting basic health checks, and maintaining a sterile and safe environment

#### CVS Health – Registered Nurse

2005 - 2008

Atlanta, GA

- Completed intake forms, performed blood pressure, weight, and temperature checks, and managed flow of waiting room, caring for 15-20 patients each day
- Drew blood and collected specimens for lab work, administered medicines and injections, and operated EKG machine
- Answered questions in alignment with physician's protocols, educated patients regarding health and lifestyle, and encouraged follow-ups, resulting in 83% of patients returning for preventative care
- Maintained 100% compliance with HIPPA, and prioritized health and safety by disposing of hazardous waste, blood, and bodily fluids

### Education

#### University of Georgia – Bachelor of Science, Nursing

2000 - 2004

Atlanta, GA

### Skills

Hard Working; Microsoft Excel; Teamwork; Problem Solving; Verbal Communication; Planning

### Licenses

- Registered Nurse - GA
- Advanced Life Support (ALS)