Your Address • Your Phone Number • Your Email Address

Your Name

OBJECTIVE

To secure a position where my education and experience can lead to enhanced opportunities.

EXPERIENCE

City and State Feb. 2012 – Current Your Current Employer **Communications Specialist** Facilitate transfers of patients to a hospital from other facilities. Manage bed assignment system to appropriately assign beds. Direct activities for housekeeping and transport services. Oct. 2009 - Feb. 2012 Another Employer City and State **Clinical Assistant** • Scheduling appointments, pre-op testing, entering lab results, filing records. Prepare patients for check-in, room placement, obtain vital signs. Triage phone calls and direct to appropriate staff. Nov. 2002 - Oct. 2009 **Health Unit Coordinator** • Maintained patient charts, file lab and x-ray results. • Interact with patients, physicians, and staff personally and by phone. Order and schedule patient tests. • Dec. 2000 - Oct. 2009 **Nursing Assistant and AUA** • Check in new patients, obtain vital signs. Place telemetry on patients as ordered. All tasks required for the comfort of patients and organizing the unit. • May 1993 - Oct. 1998 Another Employer City and State **Receiver and Cashier** Forklift operator unloading trucks and verifying inventory to the bill of lading. Schedule shipments for delivery. Reconcile tills, prepare deposits.

Your Name

EDUCATION

High School Diploma		
Graduate	Capitol High School	City and State
General Studies		
1997 – 2000	City Community College	City and State

SKILLS

- Assists with training new employees.
- Motivates others to achieve success.
- Supports development of new ideas.
- Participates in problem solving.
- Remains well organized and professional in high stress fast paced environments.

VOLUNTEER

Group Leader

Grief Center

City and State

Volunteered with children dealing with grief in the 2 and 3 year olds class. This is a non-profit organization.

REFERENCES

Available on request.