

FIRST AND LAST NAME

Address ▪ City, State Zip ▪ Phone: Contact Number ▪ email address@gmail.com

OBJECTIVE: To work in a dynamic, challenging and growth oriented Company where my knowledge and skills can be utilized and developed, thereby contributing to the growth of the organization.

CARDIAC MONITOR TECH & HOSPITAL UNIT CLERK – HEALTHCARE SECTOR

Responsible for watching patients' heart rates and reporting important changes to the nursing staff; experienced in using equipment that tracks several patients simultaneously. Responsible for cleaning and maintaining equipment and ensure batteries are charged and installed properly.

Expertise Highlights

Monitor Tech

- Monitors and interprets cardiac rhythms
- Interprets changes in rhythms
- Records and posts cardiac strips
- Working knowledge of medical terminology
- CPR Certified, Current BLS
- Documents clearly and accurately

Hospital Unit Clerk

- Order entry as necessary
- Performs receptionist duties and handles phone calls
- Adheres to unit safety & risk management policies
- Processes admissions, discharges and transfers
- Ensure medical records are complete
- Organizes patient charts

The Telemetry/Monitor Tech is responsible for accurate record keeping, observation of monitors and prompt reporting of cardiac rhythm changes. Possesses effective communication skills. Routinely performs Unit Secretary duties for the unit as assigned.

Performed duties of a receptionist for the unit and answered all phone calls including patient's intercom calls. Maintained the transcriptions of physician's and order entry. Ensure entry of all provider orders for the department.

Professional Experience

REGIONAL HOSPITAL – CITY, STATE
CARDIAC MONITOR TECH

PHONE NUMBER

Feb 2012 - Apr 2012
Supervisor: Insert Name

MEDICAL CENTER – CITY, STATE
PICU Unit Clerk / ER Unit Clerk

PHONE NUMBER

Nov 2005 - Jun 2011
Supervisor: Insert Name

HOSPITAL– CITY, STATE
Hospital Unit Clerk

PHONE NUMBER

Nov 1996 - Oct 2005
Supervisor: Insert Name

HOSPITAL - CITY, STATE
Monitor Tech (PRN)

PHONE NUMBER

Jan 2004 - Apr 2005
Supervisor: Insert Name

HOSPITAL - CITY, STATE
ICU Unit Clerk/Monitor Tech

PHONE NUMBER

Mar 1993 - Mar 1996
Supervisor: Insert Name

EDUCATION

STATE COLLEGE –CITY, OK

Nov 1990 - Jun 1992

General Education and Pre-Nursing Courses

Dysrhythmia Course

VOCATIONAL CENTER - CITY, OK

Sep 1990 - Jun 1992

Certified Nursing Assistant (Home Health Aide)

CITY HIGH SCHOOL - CITY, OK

Graduate - Jun 1981

Diploma

ADDITIONAL INFORMATION

- 19 years experience as Unit Clerk and Monitor Tech
- Excellent communications skills
- Exceptional organizational skills

REFERENCES

Reference Name Insert Phone Number

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