HEALTH CARE INDUSTRY – Revised in June 2018
The content of this résumé can be used for any major/field

FIRST NAME LAST NAME

123 Street Name, City, State 01234 555- 555-5555 First.Last@uconn.edu www.linkedin.com/in/FirstLast/

OBJECTIVE

Seeking a health care research administration position utilizing technical, organizational and communication skills

EDUCATION

University of Connecticut Storrs, CT
Bachelor of Science, Allied Health Sciences May 20xx
Minor: Psychological Sciences
GPA: #.##/4.00

CERTIFICATIONS & SKILLS

Certifications: Emergency Medical Technician, Licensed, December 20xx
American Heart Association Cardiopulmonary Resuscitation Certified, February 20xx
Computer: Glace EMR 4.5; Microsoft Excel, Access, Word, PowerPoint; MiniTab
Languages: Conversational in Spanish

PROFESSIONAL EXPERIENCE

First Name Last Name, MD LLC (Private Practice) East Hartford, CT
Medical Administrative Assistant June 20xx-Present (Seasonal)

- Measure patients' vitals and intake measurements prior to appointment with doctor to maximize office efficiency
- Communicate with patients about medical concerns assisting the secretary with inquiries often over the phone
- Maintain patient information on digital tracking system and schedule future appointments

UConn Club Sports, University of Connecticut Storrs, CT
Field Medic August 20xx-May 20xx

- Supported the coordination of high-risk events to provide first aid and basic emergency support to injured players
- Communicated with all officials, coaches, players, and viewers to ensure a safe and competitive environment

Hartford Fire and Rescue Hartford, CT
Emergency Medical Technician (EMT-b) June 20xx-August 20xx

- Responded to medical emergencies with the team work of paramedics and EMTs to deliver life-saving treatment
- Performed medical and trauma patient assessments to provide BLS treatment in life threatening distress
- Operated numerous medical devices at the scene of injury and in the ambulance including performing electrocardiograms, providing wound care and splinting, and administering medication

Hartford Hospital Hartford, CT
Volunteer June 20xx-August 20xx

- Supported nurses in both day surgery and maternity units by handling triage of patient data using Excel
- Monitored patients' post-operative status utilizing essential medical equipment and during in-hospital transport

RESEARCH EXPERIENCE

UConn Department of Physiology and Neurobiology, University of Connecticut Storrs, CT
Undergraduate Behavioral Neuroscience Research Assistant December 20xx-May 20xx

- Performed rat perfusions, mount brain specimen slices onto slides and complete Nissl staining for imaging in order to analyze slide images under the microscope and record development and changes of the hippocampus
- Created analytical charts and graphs using Excel; presented collected data and results to PI via PowerPoint

CONFERENCES and PRESENTATIONS ATTENDED

Northeast EMT Association Annual Meeting and Conference June 20xx
Boston University School of Medicine Boston, MA

International Health Leadership Conference April 20xx
Yale University New Haven, CT

(*Over for another sample résumé*)

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OBJECTIVE:
To obtain an entry-level nursing aide position demonstrating patient care and laboratory experience

EDUCATION:
University of Connecticut, Storrs, CT
Bachelor of Science, *Biological Sciences*, May 20XX
Minor: Cognitive Science
GPA: #.##/4.00 Dean's List Spring 20XX, Fall 20XX

SKILLS & CERTIFICATIONS:
Laboratory: Phlebotomy; Glucose Testing; Urine Cultures
Computer: MediTech; Microsoft Word, Excel, PowerPoint
Certifications: American Heart Association for the Basic Life Support for Healthcare Providers, Expiration 20XX; Phlebotomy Certified, 20XX; EKG Certified, 20XX

HEALTH CARE EXPERIENCE:
Hartford Hospital, Hartford, CT
Clinical Associate: Geriatric Psychiatric Floor, Nursing Aid (24 hrs/week), March 20XX-Present

- Facilitate activities of daily life, such as ambulation and feeding, for 10-12 geriatric psychiatric patients
- Perform phlebotomy care, measure vital signs, check blood glucose, monitor and document intake and output
- Maintain the safety of the patients requiring continuous one to one observation due to risk for falls and suicide risk, performing 15 minute safety checks on each patient
- De-escalate and redirect patients, while maintaining the safety of the patients, staff, and visitors

Connecticut Children's Medical Center, Hartford, CT
Child Life Volunteer, September 20XX-Present

- Develop and facilitate activities for children ages 2-16 to encourage a fun and positive atmosphere as a respite from medical procedures and debilitating illnesses

OTHER EXPERIENCE:
Burlington Country Club, *Receptionist*, Burlington, VT, June 20XX-August 20XX (seasonal)
Subway, *Sandwich Artist*, Burlington, VT, June 20XX-August 20XX

LEADERSHIP/HONORS:
Active Minds, **UConn**, Storrs, CT
Vice President, August 20XX-Present; *Member*, September 20XX-Present

- Educate UConn community on mental health issues and ways to reduce social stigmas, through presentations

Alpha Beta Epsilon (Biology Fraternity), **UConn**, Storrs, CT
Member, January 20XX-Present

- Tutor five undergraduate students in general biology and psychology at University's academic center

(*Over for another sample résumé*)