

## HEALTH CARE INDUSTRY (ATS)

*The content of this résumé can be used for any major/field*

# FIRST NAME LAST NAME

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## HEALTH CARE RESEARCH

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

## EDUCATION

### University of Connecticut

**Bachelor of Science (B.S.)**, Allied Health Sciences

Minor: Psychological Sciences

GPA: #.##/4.00

Storrs, CT

May 20xx

## CERTIFICATIONS and 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

### 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/PRESENTATIONS ATTENDED

*Northeast EMT Association Annual Meeting and Conference*  
Boston University School of Medicine

June 20xx  
Boston, MA

*International Health Leadership Conference*  
Yale University

April 20xx  
New Haven, CT