

FIRST NAME LAST NAME

21 Reserve Street, Hartford, CT 06002 | 555- 555-5555 | First.Last@uconn.edu |www.linkedin.com/in/FirstLast/

OBJECTIVE

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

EDUCATION

University of Connecticut
Bachelor of Science, Allied Health Sciences
Minor: Psychological Sciences
GPA: x.xx/4.00

Storrs, CT
May 20xx

CERTIFICATIONS & SKILLS

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

MEDICAL EXPERIENCE

Kenneth N. Verona, MD LLC
Medical Assistant

Glastonbury, CT
June 20xx-Present

- Measure patients' vitals and intake measurements prior to appointment with doctor to maximize office efficiency.
- Collect patient specimens and complete lab testing documentation ensuring accurate results for the doctor.
- 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
Field Medic Supervisor

Storrs, CT
August 20xx-May 20xx

- Supervised and coordinated 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
Emergency Medical Technician (EMT-b)

Hartford, CT
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
Volunteer

Hartford, CT
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
Undergraduate Behavioral Neuroscience Research Assistant

Storrs, CT
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

Attendee

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

June 20xx
Boston, MA

Connecticut Global Health Leadership Conference
Yale University

April 20xx
New Haven, CT

HEALTH CARE RELATED – Revised in August 2017

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

FIRST NAME LAST NAME

345 Alcorn Lane, New Haven, CT 06519

(555)555-5555 • First.Last@uconn.edu • www.linkedin.com/in/FirstLast/

OBJECTIVE:

To obtain entry-level nursing aid position demonstrating patient care and laboratory experience

EDUCATION:

University of Connecticut, Storrs, CT

Bachelor of Science, Biological Sciences, May 20XX

Minor: Cognitive Science; Focus: Pre-Medicine

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

CONFERENCES & PRESENTATIONS

Attendee

Northeast Care Providers Association Annual Meeting and Conference, June 20XX

Boston University School of Medicine, Boston, MA 20XX

Connecticut Global Health Leadership Conference, April 20XX

Yale University, New Haven, CT

ACTIVITIES/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)