

Alice Doe

Enthusiastic recent graduate in nursing from the University of North Carolina. Experienced in a wide range of nursing specialities via schooling rotations, including emergency medicine, surgery, intensive care and post-anesthesia care.

123 Your Street
Your City, ST 12345
(123) 456-7890
no_reply@example.com

EXPERIENCE

Regional Hospital, Chapel Hill, NC — Hospital Orderly

JANUARY 2019 - PRESENT

- Prepare equipment for medical procedures, including IVs and physical exams, as directed by care teams.
- Assist with physical exams, including moving patients when necessary.
- Keep rooms neat and clean by replacing linens, sterilizing surfaces, wiping down diagnostic machines and cleaning floors.
- Transfer patients to X-rays, MRIs, CT scans and other testing locations as directed by care teams.

Ear, Nose and Throat Clinic, Winston-Salem, NC — Receptionist

JUNE 2017 - DECEMBER 2018

- Greeted patients coming for appointments, provided pre-appointment paperwork and processed insurance information.
- Answered phones to schedule appointments and respond to patient questions about course of care.
- Maintained electronic health records, including ensuring correctness and completeness of information provided by patients as well as treating medical professionals.
- Processed insurance claims when necessary, including submitting paperwork and speaking with insurance company representatives.

EDUCATION

University of North Carolina, Chapel Hill, NC — Bachelor of Science, Nursing

AUGUST 2015 - MAY 2019

SKILLS

Strong written and verbal communication skills
Clinical medical knowledge
Microsoft Office
Electronic Health Records (EHR) software experience
Attention to detail
Excellent customer service skills

LANGUAGES

Spanish, Fluent

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