Resume Example 1 – Recent Graduate from Rad Tech Program

***Max Hopper***

15 Elm Street

Anytown, PA 18901

(555)777-1234

Maxhopper@somedomain.com

OBJECTIVE:

ARRT-registered radiologic technologist with four years of experience conducting diagnostic imaging procedures for Buckingham Teaching Hospital.

* Familiar with fixed and mobile radiography, CTs, MRIs and fluoroscopic procedures.
* Committed to providing high-quality radiologic services and catering to patient needs during exams. Proficient user of radiology management and hospital information systems. CPR certified.

SKILLS:

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| * Diagnostic imaging | * Ultrasounds |
| * Magnetic Resonance Imaging (MRI) | * X-rays |
| * Computerized Tomography (CT) scans | * Radiation protection |
| * RMS / IDX Carecast / TDS Order Entry | * Film evaluation |
| * Fluoroscopy procedures |  |

EXPERIENCE:

**Buckingham Teaching Hospital** Buckingham, PA

***Radiologic Technologist*** 5/2000 - Present

* Complete diagnostic radiographic procedures in the radiology department of a 500-bed teaching hospital.
* Perform ultrasounds, MRIs, CT scans, X-ray imaging, portable radiography and fluoroscopic procedures.
* Serve a diverse caseload including newborns, infants, children, adolescents, adults and geriatric patients.
* Interpret data and provide recommendations for optimal patient care.
* Manage 12 to 15 procedures per shift, while maintaining high quality of care.
* Mastered radiology/hospital information systems including RMS, IDX Carecast (scheduling/registration/admitting) and TDS Order Entry.
* Hired after successful performance as a student radiologic technologist, 9/99 to 5/00.

EDUCATION:

**The School of Radiologic Technology of Buckingham Teaching Hospital** Buckingham, PA

***Associate Degree in Radiologic Technology*** 1/2000

CERTIFICATIONS:

* CPR Certification 4/2004

**American Registry of Radiologic Technologists (ARRT)**  St. Paul, MN

***Certification*** 6/2000

* ARRT Registered Radiographer

Resume Example 2 – Recent Graduate from PCA Program

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| **Amy Smith**  165 Pond Drive  Harvard, MA 01234  978-555-5432  amysmith@aol.com |

Objective:

* To obtain a challenging and rewarding position as a Personal Care Assistant

Summary of Qualifications:

* Massachusetts Certified Nursing Assistant
* Certified in CPR, First Aid and AED (Automated External Defibrillator)
* A consistent and reliable team player
* Extremely knowledgeable about field and adept at serving a wide spectrum of patients

Education:

**Mount Wachusett Community College**, Gardner, MA

*Completion of Certified Nursing Assistant Program*, 2004

Professional Experience:

**Brigham and Women’s Hospital** Boston, MA

*Environmental Services Aide II, Emergency Department* 2001- Present

* Perform routine cleaning tasks, including dry mopping, wet mopping, surface cleaning, polishing and vacuuming
* Perform specialized cleaning procedures for emergency services
* Provide high level of customer service to both patients and co-workers
* Rapidly ‘turn-around’ 30 – 40 rooms per shift, in a fast-paced environment
* Closely follow procedures for safely dealing with human fluids, contaminated materials and linens

**Self-Employed** Hubbardston, MA

*Personal Care Assistant* 2002 – 2004

* Provided expert personal care to 2 patients
* Utilized Hoyer Lift to transfer patients out of bed and into wheelchair
* Implemented range-of-motion techniques, as well as muscle massage
* Prepared and laid-out medications as directed by prescription
* Performed routine shopping and miscellaneous errands
* Prepared meals, laundered clothes and conducted light cleaning
* Transported patients to doctor appointments
* Provided companionship and conducted various therapeutic activities
* Updated Visiting Nurse on any changes in patient’s condition

Additional Experience:

**Little Bird Daycare**  Shrewsbury, MA

*Daycare Assistant* 1998 – 2002

* Assisted at in-home childcare for 2 children, aged 6 months and 2 years
* Prepared meals, organized outings and helped in coordinating enriching and rewarding activities for the children

Resume Example 3 – Medical Office Professional

***Kathleen D. Smith***

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| 3 Park Avenue, Suite 2  Boston, MA 02131 | 617-555-1234  katysmith@aol.com |

***Medical Office Professional***

**Summary of Qualifications**

* Experience in coding techniques related to dentistry, chiropractics, internal medicine, endocrinology, and others
* Demonstrated success with processing all forms of 3rd party insurance and private payment billing
* Familiarity with HIPPA regulations and able to demonstrate sensitivity to confidential patient information
* Superb customer service skills and able to interact with all patients in a confidential and professional manner
* Computer expertise includes: All MS Office products, IDX, Medisoft, Peachtree, and particular strength in Medical Manager

**Professional Experience**

*Doctor Elivs C. Jones, M.D., F.A.C.E. – Internal Medicine and Endocrinology* Brookline, MA

Medical Office Manager/Medical Billing 2000 – 2005

*Doctor Douglas Gardner, D.C.* Boston, MA

Medical Office Manager 2001

* Managed all aspects of the efficient operation of a busy medical office
* Processed and supervised the processing of all billing submitted to insurance carriers including: HMO’s, Medicare, MassHealth, private pay, out of state billing and others
* Coded diagnoses into patient charts accurately
* Managed the processing of prescriptions, and remedied conflicts with pharmacies and provided oversight to referral process
* Interviewed, hired, trained and managed 2 staff
* Handled small claims processing as well as payroll, A/P, and A/R duties, and other general office functions as required
* Ordered general and medical supplies for office and oversaw management of inventory
* Scheduled and changed appointments for patients, and entered relevant patient data into databases

*Doctor Ima Small-Plant, D.D.S.* Boston, MA

Office Assistant 2000 – 2001

* Entered patient data into database, scheduled appointments and processed patient billing
* Verified insurance with carriers and filed appropriate paperwork into patient charts

*Self Employed* Brookline, MA

Child Care Specialist 1999 – 2000

* Performed daily, general childcare activities for contracted families around area
* Coordinated enriching activities for children and ensured safe and healthy environments

*Rustica Restaurant* Belmont, MA

Assistant Manager 1997 – 1999

* Reconciled finances at beginnings and ends of shifts
* Prepared deposits, reconciled timecards, logged A/P and A/R and performed other miscellaneous bookkeeping duties

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| ***Kathleen D. Smith, continued…*** |

*Trinidad Caribbean Festival VI* Port of Spain, Trinidad

Executive Assistant to the Program Director 1995

* Organized and assured the efficient running of office
* Scheduled and coordinated rooms, food, accommodations, travel, etc. for conferences
* Prepared agendas and took minutes during meetings
* Managed petty cash, wrote company checks and tracked spending for office
* Scheduled and coordinated meeting with other high-ranking local and international officials
* Delegated work and projects to other workers and other associated offices

**Education**

*Rodgers Institute* Boston, MA

Certificate in Medical Billing and Administration 2000

* Coursework included: Medical terminology, Medisoft billing software, 3rd party billing, Medicare/HMO and private billing procedures

*Trinidad and Tobago Hotel School* Chaguramus, Trinidad

Certificate in Hotel Front Office Management 2000