

[Sample: Format – Chronological – Health Administration]

JAMIE SAMPLE
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OBJECTIVE

Seeking a position in Healthcare Administration in which education, skills and experience can be implemented to provide comprehensive services.

EDUCATION

Governors State University, University Park, Illinois
Bachelor of Health Administration, December 2023
AUPHA Certified Program

South Suburban, South Holland, Illinois
Associate of Arts, December 2019
Certified Nursing Assistant, December 2018

PROFESSIONAL EXPERIENCE

Clark Memorial Hospital, Mapleton, Illinois, May 2020 – Present

Intake Medical Clerk

- Collect patient information during emergency room visit to ensure accurate data.
- Document changes in medical charts as directed by physician.
- Transcribe medical reports dictated by doctor.
- Schedule patient appointments such as; exams, test, and treatment procedures to address health care concerns.
- Record vital signs such as blood pressure, glucose level and body temperature to identify and reduce health risk.

Cherry Creek Nursing Home, Southtown, Illinois, December 2018 – May 2020

Certified Nursing Assistant

- Assessed, monitored and supervised individuals to ensure health, safety and welfare
- Assisted individuals with activities of daily living skills such as: basic personal hygiene, care and grooming, including bathing, hair care, and dressing.
- Documented all services provided to residents to maintain records.
- Transported individuals to vocational, recreational, medical, and religious and community activities.
- Participated in the consumer's Individual Service Plan meetings if and when requested by the consumer and/or the consumer's interdisciplinary team.
- Performed basic medical procedures, which included blood pressure, pulse, temperature, and specimen collection.

PROFESSIONAL ORGANIZATIONS

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President, Student Health Care Management Association, Governors State University, 2022 – Present
Member, American Health Care Association, 2020 – Present

TECHNOLOGY SKILLS

Proficient in Microsoft Word, Power Point, Outlook, Excel, and Patient Tracking Software.