



Allied Health Resume Sample

STUDENT NAME HERE

Linkedin.com/account | phone number | student email address

CERTIFIED HEALTH PROFESSIONAL

Reliable, service-focused nursing professional with excellent patient-care and charting skills. Compassionate and technically skilled in attending to patients in diverse healthcare settings. BLS and CPR certified (current).

SUMMARY OF SKILLS

- Patient Care & Safety
- Medication Administration
- Medical Terminology
- Electronic Medical Records
- Vital Signs & Patient Monitoring
- Privacy / HIPAA Regulations
- Patient Advocacy and Support
- Multilingual in English, Cantonese & Mandarin

PROFESSIONAL EXPERIENCE

Certified Nursing Assistant – BCA Staffing Company, Hayward, CA **2014 to Present**

- Provide optimum patient care within acute-care, rehabilitation, surgical, home-healthcare and nursing-home settings
- Preserve patient dignity and assuring patient's dignity while carrying out tasks such as diapering, bed-pan changes, bathing and emptying drainage bags
- Recognized for effective team collaboration, patient relations, chart accuracy and consistent deliverance of empathetic care

Medical Receptionist – LifeLong Medical Care, Berkeley, CA **2014 – 2015**

- Managed client flow from front desk to back office; responsible for patient reception and client intake
- Answered clinic phones and directed calls appropriately
- Maintained inventory of front desk supplies and forms; sorted and distributed clinic mail
- Performed computer data entry in registration, scheduling and other programs as assigned
- Performed other duties as assigned by the Front Desk Supervisor and Clinic Director

Hospital Volunteer – Eden Medical Center, Castro Valley, CA **2012 – 2014**

- Provided limited direct patient care, answered patient call buttons
- Aided nurses in moving patients and providing supplies
- Supported residents in transferring from bed to wheelchair and vice versa
- Transported patients to and from procedure rooms
- Answered phones and relayed messages

EDUCATION & CERTIFICATIONS

California State University, East Bay **June 2018**

B.S. Health Science, Pre-Clinical; minor: Human Development GPA 3.61

City College of San Francisco **May 2014 – May 2015**

Nursing Assistant-Home Health Aide, Certification
Associate of Arts, Liberal Studies

