

# Alice Doe

Enthusiastic recent graduate in nursing from the University of North Carolina. Experienced in a wide range of nursing specialties 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](mailto: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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