

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

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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Tom Lichy



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invaluable and specific advice on what employers want to see in the CVs they receive and how you can stand out from the crowd Unlike other career development books the honest advice presented here has been compiled from one to one interviews surveys and countrywide workshops across REED s network of recruitment consultants This book is an accessible and enjoyable read intensely practical and packed with pull out quotes layout examples and tips Find out what future employers are looking for and take the first step to start loving Mondays again *Wired Resume Guide, Version 2.0* Cengage South-Western, Tim Krause, 1999-12

The Guide to Basic Resume Writing Public Library Association, VGM Career Books (Firm), 2004 All of your educational professional and personal accomplishments will not help you get a job if you cannot condense that information in a concise polished resume And while you may think resume writing is not one of your strengths it is the skill that will do the most to get you to the next step the job interview With so much riding on the resume you need help from the experts Just follow the simple steps in this book and in no time you will produce a document that skilfully summarises your qualifications and separates you from the rest of the pack *Public Interest Job Search Guide*, 1998

Sams Teach Yourself Computer Basics in 24 Hours Jill T. Freeze, 2001 Designed to be an all in one solution this book helps users to get up and running on their computers and learn the pre loaded software applications This third edition has been revised and updated to include coverage of new PC hardware and software

The Official America Online for Windows Tour Guide, Version 1 Tom Lichty, 1993

Finding the best IT job in the Boston area Michael Moshe, This well organized handbook contains a well researched up to the minute compilation of the top 100 Boston companies that are looking for IT talent Use the list to link directly to companies career pages to streamline your job search and application process Finding the best IT job in the Boston area is also packed with great advice on how to get the ideal job you ll love Finding the best IT job in the Boston area Where the Jobs Are Save time and cut through the clutter to find the best jobs and best companies for IT professionals This well organized handbook contains a well researched up to the minute compilation of the top 100 Boston companies that are looking for IT talent Use the list to link directly to companies career pages to streamline your job search and application process Finding the best IT job in the Boston area has done the legwork for you using criteria that include Positive work environment Employee reviews Opportunities for personal growth Competitive salaries Finding the best IT job in the Boston area lists a broad spectrum of businesses that are looking to hire IT professionals airlines local governments oil production technology companies communications marketing transportation R D medical technology and more Tips for Job Seeker Finding the best IT job in the Boston area is also packed with great advice on how to get the ideal job you ll love Whether you re a seasoned professional just starting out or exploring a new career path Finding the best IT job in the Boston area gives you the tools and resources you need to navigate today s competitive IT job market Writing a Resume that Gets Results Companies and recruiters receive thousands of applications and resumes every day How can you make yours stand out Finding the best IT job in the Boston area shows you how to Craft a killer

resume that will stand out among the competition Taylor your resume and cover letter to get the job you really want Turn your resume submission into an interview Successful Job Hunting Strategies Job hunting is demanding time consuming and often frustrating With all the time and effort you invest in your job search you want to make sure you re doing the right things that will lead to success In Finding the best IT job in the Boston area you ll learn The secret of personal branding how to sell yourself The pros and cons of different online job boards Tips on finding job descriptions and sample resumes How to use social media to network with relevant professionals How to build a professional online presence that sells your skills and talents How to ace a phone and onsite interviews Practical Career Advice for Every Level Each day thousands of job hunters experience the bitterness and discouragement of getting few if any replies It s not that these applicants are not skilled experienced or talented it s because their approach to finding that great job is not working for them Following the tips and practical advice in Finding the best IT job in the Boston area can turn that around Even if you re just beginning your career you can get results like a pro About the Author Michael Moshe is the founder and CEO of Xtalent Intelligence Inc The company s goal is to help people find the job they love every day With the help of the practical information in Finding the best IT job in the Boston area you will Make a Personal Connection xTalent Intelligence Inc welcomes feedback from purchasers of this eBook Email info xtalent biz with your questions and comments Xtalent Intelligence Inc is dedicated to giving you the best resources on improving your career and landing the job you really want [Free Stuff from America Online](#) Luanne S. O'Loughlin,Louanne O'Loughlin,1994-11 Written for users around the world FREE TUFF from America Online is the only book that shows you the best that America Online has to offer Jam packed with information never before available this book offers you hundreds of incredible things you can get for your home business career kids hobbies and computer you name it No strings attached **World Encyclopaedia of Interfaith Studies: Interfaith religion and spirituality** ,2009 [The On-line Job Search Companion](#) James C. Gonyea,1995 Boot up log on and find work This accessible guide to job hunting and career building the electronic way tells job seekers everything they need to know about hardware software on line services and related technologies that can connect them instantly to thousands of employers and job bank databases [Management](#) John R. Schermerhorn, Jr.,2000-05-23 This revised text focuses on the dynamics of management in the context of a challenging and new work environment Readers will learn about the responsibilities of a manager and what this means for their future career through many practical examples that are interwoven with core concepts and theories They will benefit from the solid foundation of research covered as well as the high quality of examples presented **Cruising America On-Line 2.5** Grace J. Beatty,Grace Joely,1995 Bestselling authors Dr Gardner and Dr Beatty present a revision of the original Cruising America On Line This new Visual Learning Guide will teach the reader about the updated version of AOL Easy to follow screen shots that show the reader exactly what will appear on their computer screen help to make this an ideal guide for the beginning to intermediate user [The Perfect Resume](#) Tom

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America Online? Simplified? Ruth Maran,1998-05-20 Over 5 000 000 Satisfied Users The Critically Acclaimed Bestselling 3 D Visual Approach to Learning Someone gave a lot of thought to the setup terminology and the arrows they thought about who d be reading it a beginner G Shaw Los Angeles CA I learned more from this book than I learned in 25 hours of classroom instruction Bill Nicoll Vineland NJ Thanks to this book I can t wait to go to work each day to show my staff another neat feature I ve learned Dee Porterfield Camp Hill PA Step by step directions resulting in success Linda Ambroselli Van Nuys CA IDG s Bestselling 3 D Visual Series Online Access ,1995-07 *Minnesota Job Seeker's Sourcebook* Resource Publications,1996-03 *Oracle VM Implementation and Administration Guide* Edward Whalen,2011-07-13 Master the Powerful Virtualization Tools in Oracle VM Set up and maintain a dynamic virtualization platform across your enterprise using the detailed information contained in this Oracle Press guide Oracle VM Implementation and Administration Guide contains key virtualization concepts practical instructions examples and best practices Find out how to design Oracle VM server farms build and deploy virtual machines handle provisioning and cloning and work with Oracle VM Manager Monitoring tuning and security techniques are also covered in this comprehensive volume Install configure and manage all Oracle VM components Plan size and set up Oracle VM server farms and server pools Control resources from Oracle Enterprise Manager Grid Control Oracle VM Manager and Oracle VM Command Line Interface Govern network drives and virtual storage using Oracle VM tools Create virtual machines manually or from Oracle library templates Convert existing virtual machines on other systems to Oracle VM virtual machines Generate virtual machine clones that run on multiple server pools Maintain guest operating systems and software using Oracle Enterprise Manager Grid Control s Oracle VM Management Pack

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Character Confrontations in "Rikki-Tikki-Tavi" Students will analyze the confrontations that drive the story's plot, noting what happens and who is involved, how Rikki's character is developed through each ... Unit 1 Part 2/Week 8 Title: Rikki-tikki-tavi Suggested Time Students complete an evidence chart as a pre-writing activity. Teachers should ... Answer: Tasks and answers available in the anthology on page 137. • After ...