

Clara Smith
(123)-456-7890
youremail@example.com
123 Your Street, Columbus, OH 12345

Profile

Active and motivated nursing student with more than a decade of experience in the health care industry. Administrative skills include managing large staff and schedules to ensure complete coverage of services, along with billing and coding expertise. Seeking to leverage administrative experience on the clinical floor to help streamline processes starting at the front-line of health care deployment.

Professional Experience

Ambulance Driver and Dispatcher, Emergency Services, Columbus, OH

December 2019 – Present

- Greeted patients and worked with health centers to create good working relationships
- Prepared documents for health insurance providers for billing submission
- Scheduled drivers for transport services
- Handled emergency schedule changes and ensured solid coverage
- Organized patient files and ensured patients were stabilized for transport

Education

Administrative Assistant Associate of Applied Science

Johns Hopkins University Baltimore, MD, 2019

Key Skills

- Anatomy and physiology
- Clinical skills
- Comfortable with diverse populations
- Extensive knowledge of health care procedures
- Strong verbal and written communication

Certifications

- Advanced EMT (AEMT)
- Emergency Medical Responder (EMR)
- Emergency Medical Technician (EMT)