

Alice Doe
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Profile

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. Ready to bring skills to dynamic, fast-paced facilities and contribute to the future of health care.

Key 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

Education

Bachelor of Science, Nursing, University of North Carolina, Chapel Hill, NC
August 2015 - May 2019

Professional Experience

Hospital Orderly, Regional Hospital, Chapel Hill, NC
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

Receptionist, Ear, Nose and Throat Clinic, Winston-Salem, NC
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