

# ALANZO DOE

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(123) 456-7890

## EDUCATION

### Accelerated Bachelor of Science Nursing

North Carolina State University,  
Raleigh, NC  
August 2017 to May 2019

### Bachelor of Science, Biology

North Carolina State University,  
Raleigh, NC  
August 2017 to May 2019

## KEY SKILLS

- Strong written and verbal communication skills
- Microsoft Office
- Electronic Health Records (EHR) software experience
- Attention to detail
- Customer service skills

Dedicated health care professional with 10+ years' experience in the medical field ready for a career in nursing for a large hospital center. Passionate about improving patient outcomes and elevating standards of care for patients from all populations. Previous care experience includes working as a Certified Nurse Assistant as well as a hospital scribe.

## PROFESSIONAL EXPERIENCE

### Scribe

North Carolina State Hospital, Raleigh, NC | August 2015 - Present

- Observe and document all physician clinical activity specifically and accurately
- Take down patient medical history to be entered into electronic hospital records
- Record any diagnostic results, including results from x-rays, CT scans, MRIs, and blood testing
- Quickly and accurately locate ICD-10 diagnoses as directed by a physician
- Organize and communicate patient instructions for future care

### Certified Nursing Assistant

North Carolina Senior Center, Raleigh, NC | May 2009 - June 2015

- Provided support to patients and residents throughout both treatment and recreation
- Assisted residents with general daily care, including bathing, dressing, toileting and eating
- Transported residents to and from activities like physical therapy, meals, movie nights and game nights
- Record daily activities of residents, including eating habits and recreation, and report any changes to the nursing staff