

# CALEB JONES

123 Your Street, Cincinnati, OH 12345   calebjones@example.com   (123) 456-7890

A certified X-ray Technician with entry-level experience specializing in patient care, electrocardiography, medical imaging, and communication. Adept at supporting clinical workflows and hospital operations in high-volume clinical environments.

## EDUCATION

### ASSOCIATE OF SCIENCE (A.S.) RADIOLOGIC TECHNOLOGY

University of Cincinnati, Cincinnati, OH  
September 2019 - May 2021

### HIGH SCHOOL DIPLOMA

Eastern High School, Cincinnati, OH  
September 2015 - June 2019

## KEY SKILLS

- Radiology
- Patient Care
- Patient Triage
- HIPAA
- Medical Coding

## CERTIFICATIONS

- American Registry of Radiologic Technologists (ARRT) Certification, 2021
- Certified Medical Assistant (CMA), American Association of Medical Assistants, 2020

## PROFESSIONAL EXPERIENCE

### X-RAY TECHNICIAN

Cincinnati Medical Center,  
Cincinnati, OH  
May 2021 – Present

- Perform X-rays for a diverse patient population in a hospital with 250-beds, ensure proper radiation protection, and adjust immobilization devices as needed X-ray
- Provide support to nurses and physicians across a wide range of procedures and patient care functions, including injections, EKGs, and phlebotomy
- Create medical reports for attending physician and nursing teams, compile radiology imaging files, and update medical records timely and accurately
- Ensure compliance with OSHA safety and HIPAA regulations throughout patient care

### MEDICAL ASSISTANT

Main Line Health,  
Cincinnati, OH  
May 2020 – May 2021

- Provided medical support to clinical workflows and patient triage for a medical center with 150-beds, conducted patient interviews to obtain medical history, and assisted nurses with monitoring vital signs and gathering lab samples
- Conducted scheduling for patient appointments, organized and managed calendars for physicians, fielded inquiries from patients, and maintained medical documentation