

RESUME TEMPLATE

Your Name
Street Address, City, State Zip
emailaddress@gmail.com
203-555-5555

EDUCATION/CERTIFICATIONS

Norwalk Community College – Norwalk, CT **05/2016**
Associates in Science, Respiratory Care
Certified Respiratory Therapist Expiration: 01/31/2021
Certificate in Nursing Assistant Expiration: 01/13/2017
Basic Life Support Certified, *American Heart Association* Expiration: 08/2017
Advanced Cardiac Life Support Certified, *American Heart Association* Expiration: 01/2018

SKILLS

Technical: EMR (Cerner), Microsoft Office 2015 (Word, PowerPoint, Excel)
Language: Fluent in Tagalog; Basic knowledge of Spanish
General: Bedside Manner, Physiological Knowledge, Infection Control, Medical Teamwork

CLINICAL EXPERIENCE

ICU, CCU and Telemetry Floor, Norwalk Hospital – Norwalk, CT **01/2015-05/2016**
Surgical ICU, Medical ICU, ED, Burn Unit, Bridgeport Hospital – Bridgeport, CT **06/2015-05/2016**
Medical ICU, Stamford Hospital – Stamford, CT **09/2015-05/2016**
Medical ICU, St. Vincent Medical Center – Bridgeport, CT **04/2016-05/2016**
Burke Rehabilitation Center – White Plains, NY **09/2015-12/2015**

- Helped patients accomplish treatment plan and support life by administering inhalants; managed mechanical ventilators per hospital protocol, therapeutic gas administration apparatus, environmental control systems and aerosol generators
- Recommended weaning and extubation to physicians per hospital protocol
- Assisted in cardiopulmonary emergencies and rendered care as per ACLS/BLS standard
- Administered respiratory therapy treatments by performing bronchopulmonary drainage; provided breathing exercise instruction; monitored physiological therapy responses (vital signs, abgs, and blood chemistry changes)

VOLUNTEER EXPERIENCE

Greenwich Hospital – Greenwich, CT **03/2015-Present**
Emergency Department Volunteer

- Transported patients to their testing areas including: CT scan, X-ray and ultrasound
- Organized and restocked personal protective equipment supplies in patient's rooms
- Coordinated patient's appointments, greeted visitors, and provided directions at reception areas

Person-to-Person – Darien, CT **10/2013-Present**
Clothing Department

- Performed administrative task including clothes collection and shelving if need to be cleaned up
- Assisted customers in sizing and other clothing needs to suit family's requirements

GENERAL WORK EXPERIENCE

Child Care Provider – Fairfield, CT **09/2015-Present**

- Plan and prepare meals and bottles for, and feed, the children ages three year-old and a one year-old
- Performed housework – wash children's clothes, bottles and dishes, tidy-up after meals, clean play areas
- Create a stimulating, nurturing, and safe environment for the children

ACTIVITIES

- Vice President of Respiratory Care Club, *Student Member*
- American Association for Respiratory Care, *Active Member*