CAREER DEVELOPMENT WORKSHOP

RESUME STRUCTURE AND CONTENT

RESUME STRUCTURE

- Objective / Headline / Summary
- Skills
  - Direct / Technical / Professional
  - Transferable / “Portable”
- Work Experience
  - Direct
  - Related/Valuable/Validate your Skills
- Education
- Awards / Recognition / Accomplishments
- References (make them available)

Additional Sources: https://www.skillsyouneed.com/write/cv-resume.html

OBJECTIVE / HEADLINE

- An entry-level professional opportunity as a diagnostic medical sonographer / ultrasound technologist where I can apply my most recent training as well as my professional experience in customer service and conflict resolution.

- Highly motivated diagnostic medical sonographer student seeking an externship opportunity. Looking to start externship in December 2018 / January 2019.

- An entry-level professional opportunity as an Ultrasound Technologist where I can apply my most recent training in general sonography as well as my professional experience in healthcare and patient care.

- To secure an entry-level position as an Ultrasound Technologist

SKILLS & ATTRIBUTES

- Direct / Technical / Professional (SAMPLE)
  - Completed ARDMS SPI exam (SCORE)
  - Technical Merit Award: Sonographia 2018, a student scanning competition
  - More than **400** hours of ultrasound lab practicum in Abdomen, Small Parts, Vascular, and OB/GYN
  - Hands-on experience operating GE Logiq and Acuson Aspen/Sequoia, etc., etc.
  - Trained in HIPAA
  - BLS (CPR and First Aid) with American Heart Association
- Transferable / “Portable” (SAMPLE)
  - Work experience in healthcare and patient care
  - Certified Nurse Assistant through American Cross Association
  - Excellent quantitative / math skills and attention to detail
  - Experience in managing clients and customers in stressful situation
  - Professional experience working in a fast-paced customer-centered environment

SKILLS & ATTRIBUTES

- Unique to YOU
  - Community Service
  - Volunteering
  - Leadership experience
  - Other?
- Personal Attributes (PROVE IT!)
  - Dependable, professional, hard-working, eager to learn.
  - Compassionate, detail oriented, strong ability to work independently and maintain a high level of patient care.

Program Information (Resource)

- Total Program Clock Hours: 1960/112 Quarter Credits
- Foundational Courses:
  - Anatomy & Physiology
  - Medical Terminology
  - Ultrasound Physics (SPI I&II)
  - Intro to Sonography, including HIPAA
- Core Clock Hours: 320 Theory/400 Lab
  - Abdominal
  - OB/GYN
  - Small Parts
  - Vascular Ultrasound
- Clinical Externship Clock Hours: 960

Program Technology

MAKES OF US MACHINES:

- Phillips
- Acuson Sequoia
- GE Loqic9
- Acuson Aspen

ACCESS TO ADDITIONAL TECHNOLOGY THROUGH UMI CLINIC

- PACS: picture archiving and communication system) is a medical imaging technology used primarily in healthcare organizations to securely store and digitally transmit electronic images and clinically-relevant reports.
- Practice Fusion: cloud-based **electronic health record** (EHR) platform for doctors and patients.

WORK EXPERIENCE-DIRECTLY RELATED

LRD DIAGNOSTIC ULTRASOUND SERVICE / SCANBABIES, LOS GATOS, CA

Sonography Externship, January – September, 2018 (and/or # of hours)

- Clinical duties
  - Positioned patients; performed OB/GYN ultrasound; produced 3D/4D images and transferred and stored images on digital devices.
  - Reviewed images and documented observations in PAC system, maintained a sanitized and clean environment following OSHA standards.
  - Set up clinical lab; maintained a sanitized and clean environment following OSHA standards.
- Administrative duties
  - Scheduled patients and managed appointment calendar.
  - Collected and maintained patient history and relevant records according to HIPAA regulations.
  - Processed and maintained patient payment records.

WORK EXPERIENCE-INDIRECTLY RELATED

ABC CASINO RESORT, CITY, CA.
Casino Dealer, 2010- 2016

- Maintained high-standard customer service in stressful and sensitive situations
- Adhered to strict confidentiality rules and high integrity standards of the job
- Followed and applied company's conflict resolution policies and processes.
- Engaged and managed high-profile clients to diffuse potentially stressful situations
- Applied strong communication and quantitative skills; demonstrated strong teamwork skills

WORK EXPERIENCE-INDIRECTLY RELATED

ABC BANK

Bank Teller, 2008-2010

- Provided accurate and time-sensitive account services to customers with high attention to detail
- Maintained accurate account records
- Answered customers' questions in person and over the phone
- Advised and provided customers with referrals to other bank services based on their needs

WORK EXPERIENCE-INDIRECTLY RELATED

- 2014-Present

❖ Shift Manager / Ski Rental Technician | ABC, City, CA
❖ Lead Landscape Foreman | XYZ, City, CA
❖ Event Catering Captain | CBS, City, CA

- Manage employees schedule
- Manage employees daily assignments and tasks
- Train, monitor, and coach employees on quality of customer services
- Resolve costumer complaints
- Monitor and assess project completion on timelines and quality
- Communicate and negotiate with customers regarding projects
- Prepare and provide project progress updates to the site manager
- Coordinate all teams involved in the project
- Monitor supply inventory

EDUCATION

UNITED MEDICAL INSTITUTE
Diploma in Diagnostic Medical Sonography (2018)
(If you want to highlight):

- 400 Clinical lab in OB/GYN, Vascular, Abdominal, Small Parts Ultrasound

COLLEGE OF MEDICAL ARTS, Auburn, CA
Diploma in Certified Nursing Assistant (2016)

SIERRA COLLEGE, Rocklin, CA
Associate Degree with Honors in Natural Science/Pre-Nursing (2015)

AWARDS / RECOGNITION

- Academic awards (e.g. Dean List)
- Soft Skills awards (e.g. Peer of the Month; Employee of the Month; MVP Team Award; etc.)
- Other awards---make your judgement of relevance.

SAMPLE 2

Address & Contact Information

OBJECTIVE

An entry-level professional opportunity as an Ultrasound Technologist where I can apply my most recent training in general sonography as well as my professional experience in healthcare and patient care.

SKILL HIGHLIGHTS

- Completed training and SPI eligibility requirements for ARDMS
- Work experience in healthcare and patient care
- Certified Nurse Assistant through American Cross Association
- BLS (CPR and First Aid)

CLINICAL & WORK EXPERIENCE

- LIFE LINE SCREENING, SACRAMENTO, CA
  Sonography Externship, 2018

- SUTTER AUBURN FAITH HOSPITAL, AUBURN, CA
  CNA, June 2018 – present

- ROCK CREEK CARE CENTER – AUBURN, CA
  CNA, June 2015 – April 2018

EDUCATION

- UNITED MEDICAL INSTITUTE
  Diploma in Diagnostic Medical Sonography (2018)

- COLLEGE OF MEDICAL ARTS, Auburn, CA
  Diploma? Certified Nursing Assistant (YEAR?)

- SIERRA COLLEGE, Rocklin, CA
  Associate Degree with Honors in Natural Science/Pre-Nursing (YEAR?)

- Eastern Visayas State University, Leyte, Philippines
  Bachelor of Science in Architecture (YEAR?)

REFERENCES: Available upon request

NAME

Contact

OBJECTIVE

To secure a general sonography clinical externship opportunity that will allow me to advance my knowledge and skills and to prepare for an entry level position in the field of Diagnostic Medical Sonography.

SKILLS & ABILITIES

- Management and strong customer service experience.
- Exceptional abilities to prioritize and multitask while maintaining high level patient and customer satisfaction.
- Compassionate, organized, critical thinker.
- Ability to learn new skills and procedures quickly and use them efficiently.
- Dedicated, enthusiastic and highly motivated in any work or educational environment.

EDUCATION

UNITED MEDICAL INSTITUTE | SEPTEMBER 2017-EXPECTED GRADUATION 2019

- Technical Merit Award in *Sonographia* 2018: Student Scanning Competition
- Courses Completed: Anatomy & Physiology; Medical Terminology; Sonography Principles and Instrumentation; Vascular Ultrasound; Abdomen & Small Parts; OB/GYN (in progress).
- SPI ARDMS Examination August 2018
- Member of UMI Student Council

HEALTHCARE EXPERIENCE

CHIROPRACTOR ASSISTANT | ABC | 5 YEARS

- Handled and managed patient medical records according to HIPAA regulations.
- Processed medical billing and coding.
- Managed patient flow and scheduled appointments.
- Assisted with services to provide pain relief, improve mobility and prevention of future physical injuries.
- Assisted with such procedures as electrical stim and therapeutic ultrasound.
- Executed and develop radiograph.

BUSINESS AND CUSTOMER SERVICES EXPERIENCE

ASSISTANT MANAGER | XYZ PHOTOGRAPHY | 7 YEARS

- Recruited, trained, and managed sales staff.
- Managed payroll, reports, and scheduling.
- Developed new customer relationships and maintained relationship with current customers to ensure customer satisfaction.
- Enhanced the brand image by ensuring a consistent superior customer experience.
- Consistently attained and exceeded monthly performance goals.
- Received top sales recognition.

REFERENCES: AVAILABLE UPON REQUEST

NAME

ADDRESS & CONTACT INFORMATION

OBJECTIVE

An entry-level professional opportunity as a diagnostic medical sonographer / ultrasound technologist where I can apply my most recent training as well as my professional experience in customer service and conflict resolution.

SKILL HIGHLIGHTS

- Completed training and SPI eligibility requirements for ARDMS: 90% score on SPI exam
- BLS (CPR and First Aid) with American Heart Association
- Excellent quantitative / math skills and attention to detail
- Experience in managing clients and customers in stressful situation
- Professional experience working in a fast-paced customer-centered environment

CLINICAL & WORK EXPERIENCE

LRD DIAGNOSTIC ULTRASOUND SERVICE / SCANBABIES, LOS GATOS, CA
Sonography Externship, January – September, 2018

Clinical duties

- Positioned patients; performed OB/GYN ultrasound; produced 3D/4D images and transferred and stored images on digital devices.
- Reviewed images and documented observations in PAC system, maintained a sanitized and clean environment following OSHA standards.
- Set up clinical lab; maintained a sanitized and clean environment following OSHA standards.

Administrative duties

- Scheduled patients and managed appointment calendar.
- Collected and maintained patient history and relevant records according to HIPAA regulations.
- Processed and maintained patient payment records.

THUNDER VALLEY CASINO RESORT, LINCOLN, CA.
Casino Dealer, 2010- 2016

- Maintained high-standard customer service in stressful and sensitive situations.
- Adhered to strict confidentiality rules and high integrity standards of the job.
- Followed and applied company's conflict resolution policies and processes.
- Engaged and managed high-profile clients to diffuse potentially stressful situations
- Applied strong communication and quantitative skills; demonstrated strong teamwork skills.

CHASE XXXXXXXXX
Bank Teller, YEARS XXXXXX

- Provided accurate and time-sensitive account services to customers with high attention to detail.

- Maintained accurate account records.
- Answered customers' questions in person and over the phone
- Advised and provided customers with referrals to other bank services based on their needs.

EDUCATION

- UNITED MEDICAL INSTITUTE
  Diploma in Diagnostic Medical Sonography (2018)

- HIGH SCHOOL (?)/ANOTHER COLLEGE?

REFERENCES: Available upon request