

Your Name

600 Park Street
Hays, KS 67601

(785) 555-5555
tigers@hotmail.com

EDUCATION

B.S. General Science, May 2014
Fort Hays State University, Hays, KS
Paid for 100% of college expenses

QUALIFICATIONS

- Familiar with medical terminology and laboratory settings
- Experience with centrifuge, karyotyping, IR, NMR, and mass spectroscopy
- Strong organizational, leadership, team work, and communication skills
- Extensive computer experience with Windows XP, Microsoft Office, Explorer, and Firefox

EMPLOYMENT

Histology Technologist II, September 2013 – Present
Quest Diagnostics, Hays, KS

- Cut and stain special and immunohistochemistry stains as determined by the Pathologists
- Employ histological techniques and procedures such as chemical fixation, staining, clearing, mounting, decalcification and paraffin infiltration of tissues to complete work assignments
- Assist technologists during gross examination and dissection of tissue specimens

Health Unit Coordinator, May 2012 – September 2013
Hays Medical Center, Hays, KS

- Entered, certified and submitted birth certificates
- Submitted physician orders in a timely manner
- Logged released information with accounting of disclosures program

Clinic Office Assistant, January 2011 - May 2012
Hays Family Medicine, Hays, KS

- Maintained medical record charts in a logical and organized manner
- Aided office manager in organization of office procedures
- Ensured new patient information entered properly in the computer system

VOLUNTEER ACTIVITIES

Big Sisters & Big Brothers, Wichita, KS

- Worked with less fortunate children
- Arranged weekly one-on-one outings with little sister
- Maintained a friendly and understanding attitude and expressed concern for little sister

Special Olympics, Wichita, KS

- Encouraged participants by supporting and caring for their needs
- Established personal connections with participants
- Provided a positive influence and was a role model for many others

REFERENCES

Available upon request

Jenna Gemstone

600 XYZ Drive
Hays, KS 67601

(785) 555-555
tiger@hotmail.com

EDUCATION

Bachelor of Science in General Science, May 2013
Emphasis: **Gerontology**
Fort Hays State University, Hays, KS
GPA 3.8 on 4.0 scale

Certificate in Nursing Home Administration, Summer 2011
Colby County Community College, Colby, KS

RELATED EXPERIENCE

Nursing Home Administrator, 2012-Present
St. John's Nursing Center, Hays, KS

- Transformed care plans, MDS & Documentation procedures. Increased CMI case mix and reimbursement rate. Created aggressive census building strategies resulting in better public awareness and improved relationships with all surrounding hospitals.

Administrator in Training, 2011-2012
New Lifestyles Center, Beloit, KS

- Immersion training involving all aspects of daily facility management including: employee hiring, training, counseling and termination; the survey process (State, Environment, and fire codes); conducting in-service trainings; and new activities regulations

Insurance Agent, 2010-2011
American Family Insurance, Wichita, KS

- Counseled Seniors on Medicare supplements and changing coverage, long term care; estate planning; assisted in claim procedures including communication with hospitals and medical providers in regards to mishandled claims.

OTHER EXPERIENCE

Night Audit and Fill-In Manager, 2008-2010
Quality Inn, Hays, KS

- Responsibilities included general accounting; accounts receivable; payroll; customer relations and complaints; interviewing and training; employee performance assessments and counseling; and preparation for state and franchise inspections.

COMMUNITY INVOLVEMENT

Alzheimer's Support Member, Kansas University Outreach, Hays, KS
Church Education Committee Member, First Responders Unit with Adult Daycare Facilities, Methodist Church, Hays, KS