

## Professional Experience

### Hospital Orderly

Regional Hospital, Chapel Hill. NC | January 2021 to Present

- Prepare equipment for IVs, physical exams, and other medical procedures
- Assist with physical exams, including moving patients as needed
- Keep rooms neat and clean by replacing linens, sterilizing surfaces, and wiping down diagnostic machines
- Transfer patients to X-rays, MRIs, CT scans, and other testing locations as directed by care teams

### Receptionist

Ear, Nose & Throat Clinic, Winston-Salem, NC | June 2019 to December 2020

- Greeted patients, provided pre-appointment paperwork, and processed insurance information
- Answered phones to schedule patient appointments and field questions about course of care
- Processed insurance claims, submitting paperwork and speaking with Insurance company representatives when needed

## Education

### Bachelor of Science in Nursing

University of North Carolina, Chapel Hill | 2022

Coursework on;

- Electronic Health Records (EHRs)
- Nursing Theory & Ethics
- Patient Relations & Communications
- Post-Anesthesia Care
- Treatment Planning

Alice  
Doe

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Registered Nurse (RN)

- Recently completed Bachelor's Degree in Nursing from the University of North Carolina
- Two years' experience as a hospital orderly; praised on all formal reviews for strong service mindset and focus on effective patient care
- Naturally curious and committed to gaining and applying new expertise