

**Jane Doe**

123 Main Street  
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(555)555-1212  
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**Education:**

**Associate Degree, Medical Assistant GPA 3.9**

Anywhere Community College Anywhere, USA

**Clinicals:**

- Brookford Medical Center: Performed nursing duties in a level one trauma hospital
- Fairside Hospital: Med-surge unit
- Hopeland Nursing Home: Long term care

**Skills and Certifications:**

- Direct Patient Care
- Educated patients for home care and discharge planning
- Operated and maintained monitors of bio-medical equipment
- Medical terminology and medication administration skills
- Catheter, IV and suctioning training
- Charting and documentation of patient care
- Acute and chronic care experience
- P.C. and Microsoft Office Literate
- N.A.R. Licence # 123456, State of Michigan, 2008
- C.P.R. and First Aid Certified, American Red Cross, 2009

**Experience:**

**Certified Nursing Assistant Walker-Methodist Care, Anywhere USA 2006 – Present**

- Perform patient care in long term, geriatric care center
- Hospice and terminally ill care of patients and families
- Oversee patient care for 13 bed unit
- Chart and document activities
- Work in team with doctors, H.U.C's and ancillary personnel

**Sales Clerk Marshall's, Anywhere USA 2002 – Present**

- Assist customers with purchases
- Operate cash register
- Train new staff