

# Sample Resume: Healthcare Technician

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## OBJECTIVE

A position as a Health Care Technician with Metropolitan Medical Services

## KEY QUALIFICATIONS

- Secret Clearance
- Management
- Electrical Medical Records
- Health Technologies
- Bilingual
- Microsoft Office
- Leadership
- Customer Care
- Administrative

## EXPERIENCE

### United States Navy

Navy Medical Center, San Diego, CA

20XX – Present

### Medical Assistant/Emergency Medical Technician (Hospital Corpsmen 3<sup>rd</sup> Class)

Provide patient care and clinical services to over 400 patients annually using an excellent bedside manner, strong communication skills, medical knowledge and technical skill.

- Plan, direct and coordinate medical and health services in a both a hospital and clinic setting
- Support a staff of 10 doctors and 15 healthcare professionals by taking patient vital signs and performing initial assessment to assist with patient diagnosis
- Admit, transfer, and discharge patients, maintaining all records and reports (electronic and paper) with 100% accuracy in compliance with organization standards
- Inspect and perform medical administrative procedures, basic maintenance and repair on biomedical equipment confirming operability
- Facilitate job-specific educational training by conducting monthly classes on disease prevention and well-patient care to 200+ employees annually ensuring compliance with universal protocols of the Joint Commission

USS Iwo Jima LHD-7, Mayport, FL

20XX – 20XX

### Emergency Medical Technician (Hospital Corpsmen 3<sup>rd</sup> Class)

Assisted health care professionals in rendering emergency medical treatment in a clinical setting and in the field during military operations.

- Provided initial treatment and emergency trauma care to over 100 wounded or injured patients in the field ensuring patient stabilization before transporting patients to treatment facility
- Administered immunizations and started intravenous infusions under challenging field conditions



- Led an evacuation team consisting of four emergency vehicles and eight employees; conducted over 50 evacuation missions rescuing and providing care/treatment to over 75 injured persons
- Taught cardiopulmonary resuscitation (CPR), combat first aid, and other emergency medical procedures to 250 healthcare employees during clinical and field operations

## **EDUCATION AND TRAINING**

- U.S. Navy Specialized Training
  - Field Emergency Medical Technician training (“C” School) San Antonio, TX, 20XX
  - Basic principles and techniques of patient care (“A” School) San Antonio, TX, 20XX
- Certified EMT – Basic, National Registry of Emergency Medical Technicians (NREMT), 20XX
- A.S. in Health Information Technology, Tampa College, Tampa, FL, 41 credits completed