

BROOKS COLLEGE OF HEALTH

Resume Guide

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Resume Guidelines

Visual Appearance

- Use 10 - 12 point font in styles such as Arial, Times New Roman or Cambria
- Adjust margins between .5 to 1-inch depending on amount of content
- Condense to one page unless you have extensive (10+ years) health experience
- Maintain consistency: Like items in same location (i.e. all dates in same place)
- Bold: Name, headings, and either companies or job titles (italicize the other)

Content Needed

- Contact information needed: Name, address, phone number and appropriate e-mail
- Include in each Education and Experience entry:
 - Company, Job Title, City, State, Date (month, year)
 - Current degree date can be listed as “Expected Month Year”
 - Within each section: Entries are listed in reverse chronological order (most recent first)
- Irrelevant Information
 - High School diploma (unless freshman/sophomore)
 - Hobbies, Personal/family information
 - Microsoft Office Proficiency
 - “References Available Upon Request” (have a separate reference page ready if they ask)
- Objective Statements are optional

Targeting

- Consider what is most relevant to the employer
- Place more important sections toward the top to middle of resume
- Relevant (can be paid or unpaid) information includes:
 - Any experience in the health field, or whichever field you are entering
 - Skills gained in a current or past work setting that will be useful in this new environment
 - Courses/coursework

Bullets

- Use bulleted descriptions for relevant information or outstanding activities
- Begin bullets with a professional verb (see page 3)
- Describe accomplishments not tasks
- Be specific: what was the purpose or result, quantity – how often/how many, with what population

Action Verb Examples

CLERICAL OR DETAIL

assembled
 approved
 arranged
 catalogued
 classified
 collected
 compiled
 described
 edited
 estimated
 executed
 gathered
 generated
 implemented
 inspected
 maintained
 monitored
 observed
 operated
 organized
 prepared
 processed
 proofread
 published
 purchased
 recorded
 reduced
 retrieved
 screened
 specified
 streamlined
 systematized

COMMUNICATION

addressed
 arranged
 communicated
 corresponded
 developed
 defined
 edited
 influenced
 motivated
 negotiated
 persuaded
 promoted
 publicized
 renegotiated
 reported
 researched
 summarized
 spoke
 translated
 wrote

CREATIVE

acted
 composed
 created
 designed
 developed
 directed
 evaluated
 fashioned
 formed
 formulated
 founded
 illustrated
 integrated
 introduced
 molded
 perceived
 performed
 planned
 presented
 produced
 rewrote
 updated

FINANCIAL

administered
 analyzed
 appraised
 audited
 balanced
 budgeted
 calculated
 compared
 computed
 developed
 estimated
 forecast
 forecasted
 managed
 marketed
 planned
 projected
 reevaluated
 reconciled
 researched
 sold

HELPING

advised
 aided
 assessed
 assisted
 clarified
 coached
 coordinated
 counseled
 demonstrated
 educated
 encouraged
 facilitated
 familiarized
 guided
 helped
 maintained
 modified
 performed
 referred
 represented
 supported
 upheld

MANAGEMENT

assigned
 coordinated
 delegated
 developed
 directed
 evaluated
 implemented
 improved
 increased
 led
 managed
 motivated
 organized
 planned
 prioritized
 produced
 recommended
 reevaluated
 reviewed
 strengthened
 supervised

RESEARCH

clarified
 collected
 diagnosed
 disproved
 evaluated
 examined
 extracted
 identified
 inspected
 interviewed
 investigated
 organized
 researched
 reported
 reviewed
 searched
 studied
 summarized
 surveyed
 systematized
 wrote

TEACHING

adapted
 advised
 clarified
 coached
 communicated
 coordinated
 defined
 developed
 enabled
 encouraged
 evaluated
 explained
 facilitated
 guided
 informed
 initiated
 instructed
 presented
 set goals
 stimulated
 taught
 trained
 updated

TECHNICAL

analyzed
 assembled
 built
 calculated
 computed
 designed
 devised
 engineered
 fabricated
 inspected
 maintained
 operated
 programmed
 repaired
 solved
 trained
 upgraded

Chronological Resume:

All experiences are listed in
one category

Robert Benton

1345 Osprey Way
St. Augustine, Florida 33224
(904) 123-4567
Robert.benton@email.com

Education**University of North Florida***Master of Health Administration*

Jacksonville, Florida

Expected May 2019

Bachelor of Health Administration

August 2017

Minor: Business Administration

*Dean's List, Golden Key National Honor Society

Experience**St. Augustine Rehabilitation***Business Service Intern*

St. Augustine, Florida

Summer 2017

- Rotated throughout each department working closely with all managers
- Assisted with paperwork and filing claims with health care providers
- Studied state regulations and federal regulations for each department
- Interacted with patients and staff
- Participated in lectures and staff meetings
- Effectively served on teams while maintaining productivity on individual projects

Humana Health Insurance*Claims Representative*

Jacksonville, Florida

June 2015 – September 2017

- Provided assistance to clients with regard to their insurance policy
- Successfully performed in a high volume production environment, consistently exceeding both quality standards and production quotas

JC Penney*Sales Associate*

Jacksonville, Florida

October 2014 – May 2016

- Served customers during holiday season with purchases
- Awarded customer service accolade for providing excellent service
- Ability to perform well in a high-paced environment

Olive Garden*Shift Leader/Trainer/Server*

Jacksonville, Florida

March 2012 – August 2015

- Waited tables in a friendly, customer-service oriented atmosphere
- Assisted management with new hire orientations
- Assured that restaurant servers performed their duties effectively

Professional Affiliations

American College of Healthcare Executives

First Coast Healthcare Executives

Targeted Resume:

Categorizes experiences by topic
to show relevance

Robert Benton

1345 Osprey Way
St. Augustine, Florida 33224
(904) 123-4567
Robert.benton@email.com

Education**University of North Florida**

Master of Health Administration

Jacksonville, Florida
Expected May 2019

Bachelor of Health Administration

August 2017

Minor: Business Administration

*Dean's List, Golden Key National Honor Society

Health Administration Experience**St. Augustine Rehabilitation**

Business Service Intern

St. Augustine, Florida
Summer 2017

- Rotated throughout each department working closely with all managers
- Assisted with paperwork and filing claims with health care providers
- Studied state regulations and federal regulations for each department
- Participated in lectures and staff meetings
- Effectively served on teams while maintaining productivity on individual projects

Humana Health Insurance

Claims Representative

Jacksonville, Florida
June 2015-September 2017

- Provided assistance to clients with regards to their insurance policy
- Successfully performed in a high volume production environment, consistently exceeding both quality standards and production quotas

Customer Service Experience**JC Penney**

Sales Associate

Jacksonville, Florida
October 2014 – May 2015

- Served customers during holiday season with purchases
- Awarded customer service accolade for providing excellent service

Olive Garden

Shift Leader/Trainer/Server

Jacksonville, Florida
March 2012 – August 2015

- Assisted management with new hire orientations
- Assured that restaurant servers performed their duties effectively

Professional Affiliations

American College of Healthcare Executives
First Coast Healthcare Executives

<p>Freshman/Sophomore Pre-Major</p>

Jimmy Jones
6 Elm Avenue
Jacksonville, FL 32224
(904)876-5432
jjones@email.com

OBJECTIVE

To obtain a part-time position in a retail store

HIGHLIGHTS

- Two years of customer service experience
- Reliable and productive employee and team member

EDUCATION

University of North Florida, Jacksonville, FL
Freshman, August 2018 - present

Woodrow Wilson National High School, Stockler, CA
High School Diploma, May 2018
-National Honor Society: Fall 2017

WORK EXPERIENCE

Franklin's Lawn & Garden Services, Stockler, CA
Assistant, May 2017 to Present

- Assist family business to provide lawn and yard care services for 25 neighborhood homes
- Create and distribute 200 flyers about lawn services using Print-to-Pretty software in the neighborhood monthly
- Help to stuff envelopes with invoices for monthly billing and enter payments into Quick spreadsheet software

Chuck's Sodas & Pizza, Stockler, CA
Sales Associate, Summer 2016

- Restocked condiments, napkins and maintained a clean counter
- Provided great customer service for about 25 walk-in customers on each shift
- Operated cash register, POS, and frequent guest card system

COMMUNITY INVOLVEMENT

Big Kids Society - 10 hours monthly
Library Reading Program - 2 hours monthly
5K Charity Walks, October 2015 – March 2017

EXTRACURRICULAR ACTIVITIES

-Community Basketball League - Most Valuable Player Award, 2016
-Indoor Marching Band 2nd Place Tournament of Bands – Bass Guitar, 2015

Public Health: Limited experience

Harriet Sims

7654 St. Johns Bluff Road
 Jacksonville, Florida 32224
 (904) 654-3210
 h.sims@email.com

STRENGTHS

- Passionate about health education for teenage and pre-adolescent girls
- Experience with people of diverse ages, socioeconomic and cultural backgrounds
- Skilled at resolving customer complaints and developing rapport with individuals

EDUCATION

University of North Florida, Jacksonville, Florida, *Bachelor of Science in Health* April 2019
Concentration: Public Health, Minor: Health Education
 GPA: 3.8

COURSES

- Epidemiology
- Personal and Public Health
- Medical Terminology

CERTIFICATIONS

CPR Certification
 HIV/AIDS Certification
Florida Department of Elder Affairs, *Consumer Assessment Training* June 2017

VOLUNTEER EXPERIENCE

Arlington Middle School, Jacksonville, Florida, *After School Volunteer* May 2018 - present
Lutheran Social Services, Jacksonville, Florida, *Activities Assistant* April – October 2017

WORK EXPERIENCE

Target, Jacksonville, Florida, *Team Leader, Sales Associate* August 2015 – 2017

- Trained team members to be knowledgeable about new product details
- Recommended products to customers based on their needs and expectations

Applebees, Jacksonville, Florida, *Server* September 2014 - March 2016

- Provided prompt service and accurate orders to customers
- Maintained a positive attitude in a high stress, fast-paced environment

MEMBERSHIPS

Eta Sigma Gamma, National Professional Health Education Honorary

Public Health: Related experience

Maria Estevez

1345 Osprey Way • Jacksonville, Florida 32224
(904) 344-5566 • maria.estevez@email.com

EDUCATION

University of North Florida, Jacksonville, Florida, *Master of Public Health* Expected August 2017

University of South Florida, Tampa, Florida, *Bachelor of Science in Public Health* December 2015
Minor: Psychology

COURSE PROJECTS

- Developed a fall prevention guide for an assisted living facility
- Created and presented a proposal for a childhood obesity program
- Researched and reported on the current rates and causes of midlife suicide

CERTIFICATIONS

CPR Certified
HIV/AIDS Certification
Senior Helpers Certification

RELATED EXPERIENCE

Mayo Clinic Jacksonville, Jacksonville, Florida, *Research Assistant* February 2016 - present

- Perform literature reviews to acquire knowledge for a community-based study
- Determine possible barriers to research recruitment of African-Americans
- Assist with Alzheimer's disease and Dementia presentations
- Administer Harvard Diet surveys and maintain contact with survey participants

Arthritis Foundation, Tampa, Florida, *Arthritis Walk Planning Committee* March 2015 – November 2015

- Solicited sponsors for donations to the foundation
- Coordinated advertising and event information
- Attended Arthritis Foundation Meetings

Hilldale Village, Tampa, Florida, *Activities Assistant* February 2013 – May 2015

- Developed interactive activities for senior members
- Presented educational programs on health and safety topics
- Coordinated social gatherings for holidays and special events

COMMUNITY ACTIVITIES

Habitat for Humanity, Jacksonville, Florida, *Volunteer* Summers 2014, 2015
Missions Trip, Sao Paulo, Brazil Summer 2013

ADDITIONAL EXPERIENCE

American Eagle, Jacksonville, Florida, *Team Leader, Sales Associate* January 2016 – present
China Delight, Tampa, Florida, *Shift Manager, Server* September 2011 - August 2015

MEMBERSHIPS

Society for Public Health Education
American Psychological Association

Suzanne Osprey

1 UNF Drive, Jacksonville, Florida 32224
(904) 123-4567, sosprey@gmail.com

EDUCATION**University of North Florida**

Master of Science, Clinical Mental Health Counseling

Jacksonville, FL
August 2017 - present

University of Florida

Bachelor of Science in Public Health

*Student Health Coalition, Treasurer

Gainesville, FL
May 2016

RELEVANT EXPERIENCE**National Health Corps Florida, AmeriCorps**

Host Site - Northeast Florida Healthy Start Coalition, Outreach Specialist

Jacksonville, FL
August 2016 - May 2017

- Implemented a community and street-based Healthy Start outreach program to identify, screen and refer high-risk pregnant women to appropriate services
- Provided 25 trainings to OB/GYN provider offices on Healthy Start and preconception care
- Directed the completion of over 200 Healthy Start screenings for the Duval County Health Department

Alachua Wellness Center

Wellness Coordinator

Gainesville, FL
October 2015- July 2016

- Partnered with healthcare professionals to develop health and mental wellness programs
- Created needs assessment questionnaires and advertised wellness programs

Assistant to Wellness Coordinator

April – October 2015

- Maintained client records and compiled data for research
- Ensured customer satisfaction by facilitating surveys following each appointment

Miami Urban Day School Care Program

Care Teacher and Activities Assistant

Miami, FL
August 2010 – July 2012

- Assisted children with homework, created daily activities, and reinforced fundamentals taught at school
- Developed relationships with students to better understand academic strengths and barriers to learning

ADDITIONAL EXPERIENCE**JC Penney**

Sales Associate

Gainesville, Florida
October 2012 – April 2015

Olive Garden

Server

Miami, Florida
March 2009 – August 2011

PROFESSIONAL DEVELOPMENT

Community Health Education Specialist Certification

July 2016

Alachua County Health Department, Training seminar on Best Practices

August 2015

University of Florida, Research Presentation on Quality Service in Health Education

April 2015

COMMUNITY OUTREACH**American Red Cross**

Activities Volunteer

Gainesville, Florida
September 2013 – May 2016

Shalom Regional Medical Center

Hospitality Center Volunteer

Miami, Florida
May 2011 – October 2011

<p>Health Administration: Limited experience</p>
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Eliza Brown
7654 St. Johns Bluff Road
Jacksonville, Florida 32224
(904) 123-4567
e.brown@email.com

EDUCATION

University of North Florida, Jacksonville, FL December 2018
Bachelor of Health Administration

Dean's List: Fall 2012, Spring 2017
Florida Bright Futures Scholarship: 2014-2018

COURSES

Managerial Epidemiology	Health Information Systems
Health Care Finance	Health Law and Ethics
Healthcare Human Resources	Health Care Marketing

PROFESSIONAL DEVELOPMENT

UNF Health Administration Student Association August 2015-Present
Global Healthcare Conference, Washington D.C. August 2017

WORK EXPERIENCE

Target, Jacksonville, Florida August 2015 – present
Team Leader, Sales Associate

- Trained team members to be knowledgeable about new product details
- Recommended products to customers based on their needs and expectations

Applebees, Jacksonville, Florida March 2012 - April 2014
Server

- Provided prompt service and accurate orders to customers
- Maintained a positive attitude in a high stress, fast-paced environment

VOLUNTEER EXPERIENCE

Clara White Mission, Jacksonville, FL June 2015 - Present
Volunteer Coordinator

American Red Cross, Jacksonville, FL June 2016
Activities Volunteer

Hubbard House, Jacksonville, FL June – July 2015
Kitchen Volunteer

<p>Health Administration: Related experience</p>
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Marcus Welby

1345 Osprey Way • Jacksonville, Florida 32224
(904) 123-4567 • marcus.welby@email.com

Education

University of North Florida
Bachelor of Health Administration

Jacksonville, FL
August 2019

Course Projects:

Marketing Plan

- Identified a vision and strategy to successfully market a healthcare organization
- Conveyed the marketing plan through creative visuals in a group presentation

Healthcare Finance

- Analyzed the most recent two year financial ratios of a Not for Profit Florida hospital
- Compared the hospital's actual financial performance to published industry benchmarks
- Shared recommendations to management to improve performance

Professional Experience

St. Vincent's Hospital
Information Desk

Jacksonville, FL
August 2017 – present

- Assisted with incoming phone calls and front desk check-in
- Directed visitors and family members to desired locations within the hospital

Humana Health Insurance
Customer Service Representative

Jacksonville, FL
July 2015 – May 2017

- Provided customer service to clients regarding their insurance policy
- Exceeded production quotas and quality standards every quarter

Leadership Involvement

UNF Health Administration Student Association
Secretary

Jacksonville, FL
August 2018 - present

Arthritis Foundation
Advertising Committee Chair

Jacksonville, FL
March 2014 - May 2018

Memberships

UNF Health Administration Student Association
American College of Healthcare Executives
First Coast Healthcare Executives

Additional Experience

JCPenney
Sales Associate

Jacksonville, FL
October 2014 – March 2015

Olive Garden
Shift Leader/Trainer/Server

Jacksonville, FL
March 2012 – August 2014

Bonnie Turner

153 Golden Tree Road • Jacksonville, Florida 32255 • (904)123-4567 • bturner@nutrition.com

EDUCATION

University of North Florida, Jacksonville, Florida Expected December 2019
Master of Science in Nutrition and Dietetics

University of Florida, Gainesville, Florida May 2016
Bachelor of Science in Food Science and Human Nutrition

PROFESSIONAL EXPERIENCE**University of North Florida***Internship*Community Rotation

Fall 2018

- *Locations:* WIC Clinics, Jacksonville Children's Commission, River City Rescue
- Create nutrition education materials on topics like food labels, fiber, and calcium
- Research children's food intake questionnaires for *GET Healthy Kids* program
- Develop weight management presentation for diabetic populations

Advanced Clinical Rotation

Summer 2018

- *Location:* Mayo Clinic
- Assessed and monitored patients with various disease states

Clinical Rotation

Spring 2018

- *Location:* UF Health
- Counseled patients on weight loss, cardiovascular disease and diabetes
- Oversaw a departmental performance improvement project

Food Service Management Rotation

Fall 2017

- *Location:* St. Vincent's Hospital
- Performed test tray analysis and food safety inspection
- Designed and managed a catering event

St. Luke's Hospital, Jacksonville, Florida

May 2016 – March 2017

Dietetic Technician

- Performed nutrition screening assessments on all hospital floors
- Examined medical records for biochemical and laboratory data
- Organized and updated patient education material

VOLUNTEER ACTIVITIES**Publix Wellness Campaign**, Jacksonville, Florida

March 2017

Florida Dietetic Association 71st Annual Symposium, Orlando, Florida

July 2015

St. Francis House, Gainesville, Florida

August 2014 – May 2016

MEMEBERSHIPS

American Dietetic Association

Jacksonville Dietetic Association

Donald Masterson
 876 Bernard Way S.
 Jacksonville, Florida 54321
 (904) 123-4567
 d.masterson@email.edu

Education

University of North Florida
Bachelor of Science in Health, Concentration in Exercise Science

Jacksonville, Florida
 Expected Summer 2019

Academic Coursework

Physical Fitness Assessment
 Sports Nutrition
 Biomechanics

Kinesiology and Motor Behavior
 Exercise Physiology
 Principles of Strength and Conditioning

Related Experience

University of North Florida
Clinical Exercise Physiology

Jacksonville, Florida
 Spring 2018

- Performed graded exercise testing
- Assessed heart rate and blood pressure

University of North Florida
Lab Methods for Exercise Physiology

Jacksonville, Florida
 Spring 2017

- Created physical fitness programs
- Analyzed and reviewed exercise physiology research

UNF Student Wellness Complex
Fitness Trainer

Jacksonville, Florida
 August 2015 - March 2017

- Familiarized members with the facility by providing orientation sessions
- Enforced gym rules and regulations
- Scheduled personal training sessions for those requesting additional assistance

Physical Therapy Observations

Heartland Rehabilitation Services
30 hours

Jacksonville, Florida
 August 2018

Select Physical Therapy
20 hours

Jacksonville, Florida
 May 2018

Certifications

BLS Certified
 Personal Trainer Certification

Volunteer Experiences

American Red Cross
Activities Volunteer

Jacksonville, Florida
 September 2017 - present

Shalom Regional Medical Center
Hospitality Center Volunteer

Miami, Florida
 May 2015 – October 2015

Memberships

Exercise Science Student Association
 Golden Key Honor Society

Elaine Walker

765 Ocean Breeze Way • Jacksonville, Florida 34567 • (904) 987-6543 • ewalker@email.edu

EDUCATION

University of North Florida, Jacksonville, Florida

Master of Science, Athletic Training, Expected April 2020

Bachelor of Science in Health, Concentration: Exercise Science, May 2017

CLINICAL EXPERIENCE

Jacksonville University, Jacksonville, Florida, August 2019 – present

Men's and Women's Soccer

- Evaluate upper and lower extremity injuries, and general medical conditions
- Develop treatment programs using manual therapy, thermotherapy and cryotherapy
- Oversee rehabilitative exercises in the treatment of acute and chronic injuries

Jacksonville Jaguars, Jacksonville, Florida, April 2019 – July 2019

Professional Football Team

- Assisted in conducting pre-season physical examinations
- Gathered and organized medical records for free agent and recruiting research

University of North Florida, Jacksonville, Florida, January – April 2019

Baseball

- Assessed and treated athletic injuries using sports therapy techniques
- Assisted clinical instructor in recording treatment logs, transcription and therapy progress records

WORK EXPERIENCE

YMCA, Jacksonville, Florida, March 2017- present

Head Personal Trainer

- Develop customized exercise and diet programs for those with obesity, arthritis, and high cholesterol
- Oversee five part-time aides, including delegating work tasks and coordinating schedules

University of North Florida, Jacksonville, Florida, August 2015 – July 2017

Student Orientation Leader

- Facilitated tours of the university for parents and prospective students
- Trained co-workers in office responsibilities and specifics of leading on-campus tours
- Lead search committees to hire future orientation and tour employees

PROFESSIONAL DEVELOPMENT

- Attended The NATA Clinical Symposia & AT Expo, June 2018
- Member of NATA, SATA, and ACSM

CERTIFICATIONS

CPR/AED

Certified Personal Trainer

COMMUNITY OUTREACH

American Red Cross Club, Jacksonville, Florida, September 2016 - present

Chairman

Missions Trip, Sao Paulo, Brazil, March 2014

Church and School Rebuilding

Doctor of Physical Therapy: Clinical-focused

Ryan Mitchell

123 Golden Tree Road • Jacksonville, Florida 34567
 (904) 234-5678 • rmitchell@email.com

OVERVIEW

- Doctor of Physical Therapy degree pending April 2019; Licensure following graduation
- Experience working in Orthopedic, Acute Care, and Outpatient settings

EDUCATION

University of North Florida, Jacksonville, Florida, *Doctor of Physical Therapy*, April 2019
 *Student Physical Therapy Association, Treasurer

University of North Florida, Jacksonville, Florida, *Bachelor of Science in Health*, May 2015

CLINICAL EXPERIENCE

Brooks Rehabilitation, Jacksonville, FL, *Outpatient Clinic*, Spring 2019

- Compiled information related to proper back care and posture for the Physical Therapy department webpage
- Attended staff in-service trainings on techniques for treating lower back conditions

Mayo Clinic, Jacksonville, FL, *Acute Care Department*, Fall 2018

- Participated in physical therapy and occupational therapy co-treatment sessions
- Assisted patients in adapting to the use of wheelchairs, braces, canes, crutches and prosthetic/orthotic devices
- Attended Acute Care department in-services and Brain Injury Team meetings

Five Star Physical Therapy, Ponte Vedra, *Private Practice*, Summer 2018

- Performed diagnostic and prognostic exams to evaluate muscle, nerve, joint and functional abilities
- Instructed patients in the safe and effective use of pulleys, weight and inclined surfaces

UF Health, Jacksonville, FL, *Surgical Intensive Care Unit*, Summer 2018

- Assisted in the evaluation and treatment of patients in the surgical unit and general medical floors

St. Lukes Hospital, Jacksonville, FL, *Outpatient Center*, Summer 2017

- Planned and administered treatments, modalities and therapeutic exercise programs encompassing active and passive ranges of motion, muscle reeducation, massage and electrical/light stimulation
- Presented an in-service to the staff on understanding and using the *Guide to Physical Therapist Practice* (2nd ed)

Memorial Hospital, Jacksonville, FL, *Outpatient Center*, Spring 2017

- Restored function for patients and lessened disabilities following disease or profound injury
- Completed items related to outpatient physical therapy on Focus on Therapeutic Outcomes (FOTO) instrument
- Excelled in ability to customize/adapt conventional PT techniques to meet specialized needs

VOLUNTEER ACTIVITIES

YMCA, Jacksonville, Florida, *Assistant Volunteer*, May – August 2016

Flagler Hospital, St. Augustine, Florida, *Outpatient Services*, August 2015 - July 2016

Boys and Girls Club, Jacksonville, Florida, *Mentor*, March – November 2015

Doctor of Physical Therapy: Skills-Based

Hunter Wilson

789 Spooky Lane • Jacksonville, Florida 32255 • (904) 123-4567 • hwilson@email.com

EDUCATION

University of North Florida, Jacksonville, Florida

Expected April 2019

Doctoral of Physical Therapy

* Eligible to sit for National Physical Therapy Exam

Bachelor of Science in Health

May 2015

CLINICAL SKILLS

Trauma and Brain Injuries

- Worked with trauma and brain injury patients for two clinical internships
- Evaluated and treated patients in the intensive care unit and general medical floors
- Attended in-service meetings for the Brain Injury Team
- Performed diagnostic and prognostic exams to evaluate muscle, nerve, joint and functional abilities

Therapeutic Modalities

- Planned and administered treatments, modalities and therapeutic exercise programs encompassing active and passive ranges of motion, muscle reeducation, massage and heat/water/ice/electrical/light stimulation
- Presented a training to the staff on understanding and using the *Guide to Physical Therapy Practice* (2nd ed.)
- Completed items related to outpatient physical therapy on Focus on Therapeutic Outcomes clinical instrument

Patient Relations

- Excelled in ability to customize/adapt conventional PT techniques to meet the special needs of patients
- Earned consecutive commendations from supervisor and patients for providing high-quality care
- Conveyed therapeutic techniques to a wide range of patients including elderly, pediatric, and culturally diverse

CLINICAL EXPERIENCE

Brooks Rehabilitation, Jacksonville, FL, *Outpatient Clinic, 8 week internship*

Spring 2019

Mayo Clinic, Jacksonville, FL, *Acute Care Department, 8 week internship*

Fall 2018

Five Star Physical Therapy, Ponte Vedra, FL *Private Practice, 6 week internship*

Summer 2018

UF Health, Jacksonville, FL, *Surgical Intensive Care Unit, 6 week internship*

Summer 2018

St. Lukes, Jacksonville, FL, *Outpatient Center, 6 week internship*

Summer 2017

Memorial Hospital, Jacksonville, FL, *Outpatient Center, Practicum*

Spring 2017

MEMBERSHIPS

Brain Injury Association of America

American Physical Therapy Association

CERTIFICATIONS

ACLS Certified

Lymphedema Certified

VOLUNTEER ACTIVITIES

Habitat for Humanity, Jacksonville, Florida, *Volunteer*

May 2015 – August 2016

Boys and Girls Club, Jacksonville, Florida, *Mentor*

January 2014 - April 2015

Doctor of Physical Therapy:
Multiple Experience Sets

Claire Powers

987 Evergreen Terrace
Jacksonville, Florida 32892
(904) 456-7890
Claire.powers@email.com

OBJECTIVE

To obtain a position that combines physical therapy experience with strong leadership skills

EDUCATION

University of North Florida, Jacksonville, Florida, *Doctoral of Physical Therapy*, Expected April 2019
GPA 3.85

University of North Florida, Jacksonville, Florida, *Bachelor of Health Administration*, May 2014
GPA 3.7

CLINICAL EXPERIENCE

Brooks Rehabilitation, Jacksonville, FL, *Outpatient Clinic*, Spring 2019
Mayo Clinic, Jacksonville, FL, *Acute Care Department*, Spring 2019
Five Star Physical Therapy, Ponte Vedra, FL *Private Practice*, Summer 2018
UF Health, Jacksonville, FL, *Surgical Intensive Care Unit*, Summer 2018
St. Lukes, Jacksonville, FL, *Outpatient Center*, Summer 2017
Memorial Hospital, Jacksonville, FL, *Outpatient Center*, Spring 2017

PROFESSIONAL DEVELOPMENT

- Member of the American Physical Therapy Association
- **Florida Department of Elder Affairs**, *Consumer Assessment Training*, October 2014
- Global Healthcare Conference, Washington D.C, August 2014
- Presented Research to 50 Health Educators on quality services at the Florida Health Department

MANAGEMENT EXPERIENCE

Florida Blue, Jacksonville, Florida, *Quality Assessment Supervisor*, June 2014 – May 2016

- Monitored daily activities of 30 staff members and presented weekly updates
- Recommended changes to executives to ensure customer service goals were met
- Increased productivity of staff by more than 20% every quarter
- Developed assessment measures to streamline quality of service

Atlantic Care Center, Jacksonville, Florida, *Office Manager*, November 2012 – February 2014

- Facilitated communication between patients, families, and medical staff
- Responded to patient concerns and worked to meet their needs in a professional manner
- Assisted with paperwork and filing claims with health care providers

EXTRACURRICULAR ACTIVITIES

Student Physical Therapy Association, Jacksonville, Florida, *President*, August 2017 - present
Race for the Cure, Jacksonville, Florida, *Volunteer Coordinator*, June 2014 - present
Missions Trip, Sao Paulo, Brazil, *Volunteer*, Summer 2013

SOPHIE RUSSEL

1800 Mockingbird Road
Jacksonville, Florida 32224
(904) 620-3497
srussel@email.com

EDUCATION

University of North Florida	Expected May 2011
<i>Bachelor of Science in Nursing, Jacksonville, Florida</i>	

RELEVANT EXPERIENCE

Mayo Clinic of Jacksonville: Post Anesthesia Care Unit	December 2008-present
<i>Volunteer, Jacksonville, Florida</i>	

- Responsible for patient transport and basic accommodations
- Observe physicians and nurses in the PACU
- Keep patients' families informed on patient's status

Hospice	May 2006 – August 2008
----------------	------------------------

Volunteer, Jacksonville, Florida

- Visited with elderly and care for emotional needs
- Assisted the Activity Direction with preparation of events
- Observed nurses daily routine and care for ailing patients

LANGUAGES

Spanish Fluency

CERTIFICATIONS

CPR Certified, 2009

BLS Certified, 2008

HIV/Aids Certification, 2008

ADDITIONAL EXPERIENCE

UNF Residence Life	August 2008 - Present
<i>Resident Assistant, Jacksonville, Florida</i>	

Coastal Health Center	May 2007 – October 2007
<i>Administrative Assistant, Jacksonville, Florida</i>	

Target	April 2005 - August 2006
<i>Customer Service Representative, Jacksonville, Florida</i>	

Carolyn Schmidt
4321 Fletcher Road
Jacksonville, Florida 32224
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EDUCATION

University of North Florida, Bachelor of Science in Nursing, Jacksonville, Florida Expected August 2019

*Dean's List, Fall 2013, Spring 2014, Fall 2014

*Vice President, Student Nurses Association

CLINICAL EXPERIENCE

Clinical Rotations, Student Nurse August 2017 - present

- *Mental Health* – Baptist Health
- *Meg Surg* – Baptist Health, Flagler Hospital, UF Health (rotation and preceptorship)
- *Ped/OB* – Wolfson Children's Hospital, Orange Park Medical Center

Baptist Health, Patient Care Technician, Jacksonville, Florida July 2015 – August 2017

- Aided patients with mobility and hygiene needs
- Took patients' vital signs to monitor progress
- Assisted nurses with administrative duties

COMMUNITY OUTREACH

Children's Home Society, Caregiver/Mentor, Jacksonville, Florida May 2016 – July 2018

- Volunteered monthly to assist with children housed at the facility
- Encouraged children to overcome emotional and physical limitations
- Tutored students in basic Math and English skills

Habitat for Humanity, Volunteer, Jacksonville, Florida Every Summer, 2012 - 2017

- Assisted in building homes for underprivileged families
- Coordinated group efforts in the completion of several large tasks

PROFESSIONAL DEVELOPMENT

BLS Certified

Florida Student Nurses Association

National Student Nurses Association National Convention, Charlotte, North Carolina April 2018

ADDITIONAL EXPERIENCE

Outback Steakhouse, Seating Hostess, Jacksonville, Florida, March 2015 - August 2018

Barnes & Noble, Customer Service Representative, Jacksonville, Florida April 2012 - March 2015

DELORIS TUCKER

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 Jacksonville, Florida 32224
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 dtucker@nurses.com

OBJECTIVE

To obtain further knowledge and skills by pursuing a Master of Science in Nursing degree

EDUCATION

University of North Florida, Jacksonville, Florida
Bachelor of Science in Nursing, December 2018
 * Dean's List

St. Johns River Community College, Jacksonville, Florida
Associate of Science in Nursing, May 2012

NURSING EXPERIENCE

St. Augustine Geriatric Center, Jacksonville, Florida
Assistant Director of Nursing, August 2016 - Present

- Supervise a nursing staff of 15
- Interview, hire and train all RN positions
- Coordinate all functions for yearly state inspections
- Received the 2010 Nurse of the Year Award

St. Vincent's Medical Center, Jacksonville, Florida
Critical Care Staff Nurse, January 2014 – July 2016

- Member of a multi-disciplinary health care team
- Delivered quality care to cardiac, respiratory, medical, and surgical patients
- Trained, supervised and evaluated volunteer staff of ten

Happy Days Nursing Care Center, St. Augustine, Florida
RN Staff Nurse, June 2012 – November 2013

- Provided quality nursing care to respite and chronic patients
- Collaborated with LPN's, Nurses Aides', and other staff members
- Assigned to Alzheimer's unit for one year

COMMUNITY SERVICE

Catholic Charities, Jacksonville, Florida
Internship, January 2017 – April 2017

- Assisted with the Emergency Assistance program helping families become self-sufficient
- Assessed factors that contribute to emergency situations and developed a plan for clients

Camp Boggy Creek, Eustis, Florida
Outreach through University of North Florida, March 2017

- Supported seriously ill children and their families
- Collaborated with colleagues to create new activities for various age groups

VOLUNTEER EXPERIENCE

Hospice of Northeast Florida, Jacksonville, Florida, June 2014-present
American Heart Association, Jacksonville, Florida, March 2011- May 2012

PROFESSIONAL ORGANIZATIONS

Florida Nurse's Association, 2015 - present
 National Association of Neonatal Nurses, 2013 - present
 Association of Critical Care Nurses, 2012 - 2014