

Paula Frank
Wichita KS 67209
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Education

Bachelor of Science in Nursing

Newman University, Wichita KS

May 20xx
GPA 3.85/4.0

Clinical Experience

Pediatrics	Wesley Children's Hospital	Fall 20xx
Obstetrics	Wesley Healthcare	Fall 20xx
Medical-Surgical	Wesley Healthcare	Fall 20xx
Operating Room	Ascension Via Christi St. Francis	Spring 20xx

Work Experience

Certified Nursing Assistant

Starkey Inc, Wichita KS

April 20xx – Present

- Support individuals diagnosed with an intellectual or developmental disability in skills development
- Learn, teach, and interact with individuals to help them reach their potential
- Perform or assist individuals served with personal hygiene and basic domestic duties

Patient Care Technician

Wesley Woodlawn Hospital & ER, Wichita KS

June 20xx – April 20xx

- Established communication and respectful relationship with all disciplines
- Assisted with the care of the patient in collaboration with the patient care team
- Answered telephone and intercom efficiently and courteously, relaying messages and calls to appropriate personnel and other departments as needed

Medical Office Scheduler

Wichita Surgical Specialists, Wichita KS

Dec 20xx – June 20xx

- Provided support to patients who requested care and from physician referrals
- Scheduled clients in a timely manner, taking into consideration facility capabilities, insurance requirements, and type of appointment
- Managed high-volume workload, effectively prioritizing tasks to remain organized, promoting prompt and courteous service and compliance with all policies

Skills & Certifications

Computer: Microsoft Word, Excel, PowerPoint

Certifications: Certified Nurse Aide, CPR and BLS certified through American Heart Association

Activities & Awards

Member, Newman University Nursing Club

Fall 20xx – Present

Volunteer, Catholic Charities

Fall 20xx

Volunteer, La Familia Senior Center

Spring 20xx