# Sample Resume: Healthcare Technician

**William Hensvelt**

5223 Washington Avenue

Staten Island, New York 12345

## (123) 456-7890 [bill.hensvelt@email.com](mailto:bill.hensvelt@email.com)

## 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 3rd 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 3rd 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