Sample Résumé - Healthcare

Heather Healthcare
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Objective: To obtain a position as a CNA where I can utilize my educational skills and experience

Skills and Qualifications

List skills learned	xxxxxxxxxx	10 years of customer service
Xxxxxx	xxxxxxxxxx	Skilled at Word and Excel
Xxxxxx	xxxxxxxxxx	Organized and accurate
Xxxxxx	xxxxxxxxxx	Punctual and reliable
Xxxxxx	xxxxxxxxxx	Fluent in Spanish and English

Education

Edmonds Community College

Name of Certificate or Degree year completed (or present if still enrolled)

Clinical Practicum Experience

Give type of practicum, list location, number of hours, give beginning and ending months.

(List all practicum experience with most recent first)

Work Experience

Teller, Bank of USA 1994-2002

- Greeted customers and handled financial transactions
- Sold financial services
- Balanced transactions daily and researched discrepancies
- Dealt with difficult customers

Sales Assistant, Rite Aid 1992-1994

- Assisted customers
- Handled cash register