

CARY CONNELL

Towson, MD | 410-123-4567 | tstudent@students.towson.edu

EDUCATION / CERTIFICATION

- Towson University**, Towson, MD December 20XX
Bachelor of Science, Nursing
GPA: 3.67
- College of Southern Maryland**, La Plata, MD May 20XX
Associate of Arts, Pre-Nursing
- American Heart Association**, Towson, MD June 20XX - June 20XX
CPR and Basic Life Support for Healthcare Providers

PROFESSIONAL EXPERIENCE

- United States Air Force Reserves** March 20XX - present
Joint Andrews Air Force Base, MD
Dental Technician
- Perform oral prophylaxis and scaling procedures using dental hand instruments and oral hygiene aids, approximately five patients per day
 - Ensure efficiency of appointments by preparing materials for making impressions and restoring defective teeth
 - Maintain accurate records and record entries in individual's dental records indicating oral cavity condition and treatment
- American Diabetes Association** March 20XX - February 20XX
Alexandria, VA
Manager, Senior Mentor
- Helped develop a mentor program for new employees; created training materials and mentorship supports
 - Worked directly with clients and provided education and support to constituents on diabetes care
- Washington Nephrology Associates** April 20XX - August 20XX
Alexandria, VA
Medical Assistant
- Carried out tasks including phlebotomy, vital check, and urine analysis, approximately five per day
 - Ensured office efficiency by answering phones, filing charts, and retrieving information from labs, hospitals, and doctors' offices
 - Assured all prior authorizations were approved before any procedure could be administered
 - Verified all information in charts were accurate and up to date
- Prime Care America** November 20XX - August 20XX
Waldorf, MD
Medical Assistant
- Confirmed all prior authorizations were approved before any procedure could be administered
 - Assisted doctors in physicals, administered EKGs, and checked vitals, approximately nine per day
 - Ensured proper forms were filled out accurately and completely for billing
 - Organized patient appointments with doctor's schedule