

# RESUMEDS

8888 Alvarado Street, Los Angeles, California 90026 (234) 567.8888 contact@resumeds.com

## RESPIRATORY THERAPIST

### QUALIFICATIONS PROFILE

Client-focused and compassionate healthcare professional equipped with extensive knowledge in respiratory care, therapeutic treatments, and diagnostics procedures. Armed with adeptness in healthcare principles and practices honed through completion of various trainings and ongoing study toward associate's degree in Respiratory Therapy. Interested in pursuing a **respiratory therapist** position to provide exceptional patient care and services while improving personal healthcare skills and knowledge. Highly capable of anticipating individual needs through proactive communication and interaction; multilingual in English, Amharic, and Tigrigna.

### FUNCTIONAL SKILLS

**Resources and Time Management:** Excellent in prioritizing work and efficiently utilizing time and available resources to ensure timely completion of tasks while maintaining high level of work performance and quality

**Communication and Relationship Building:** Effective in establishing rapport with clients to enable efficient communication and execution of necessary actions

**Data Retention:** Adept at retaining pertinent information toward the successful accomplishment of required services and designated responsibilities

**Customer and Personal Service:** Familiarity with principles and processes in providing top-quality service standards and customer satisfaction evaluation techniques

**Judgment and Decision-Making:** Skilled at providing sound judgment and decisions during critical time and highly demanding situations

### EDUCATION

**Associate of Science in Respiratory Therapy: In Progress (Expected Completion Date: May 2014)**

Northern Virginia Community College, Springfield, VA

(Qualified for National Board for Respiratory Care Examination – For Certification and Registration)

### CERTIFICATIONS

**Certified Medical Assistant | Certified Electrocardiography Technician: 2007**

Medtech College, Washington, DC

**Cardiopulmonary Resuscitation Certification: Completion Date |** Granting Institution, Location

**Advanced Cardiovascular Life Support Certification: Completion Date |** Granting Institution, Location

### CAREER OVERVIEW

- Promptly guided and assisted hotel guests demonstrating solid communication skills and professionalism.
- Utilized computer knowledge in performing diverse administrative functions such as preparing reports, processing dining and hotel room reservations, providing directions, and disseminating information regarding service offerings.
- Proactively addressed guests requests and queries by coordinating with appropriate department based on specific client needs.
- Effectively communicated with clients regarding restaurant menus and drinks while ensuring the provision of first-rate customer service.
- **Consistently earned promotions and additional responsibilities due to exemplary performance and extensive display of work ethic in accomplishing assigned tasks.**

### WORK HISTORY

**HOSTESS | SERVER | ROYAL SERVICE AGENT** – RESUMEDS, LOS ANGELES, CA

2008–PRESENT

**HOSTESS | SERVER** – RESUMEDS, LOS ANGELES, CA

2006–2008

### PROFESSIONAL AFFILIATION

**Member,** American Association for Respiratory Care

### ACTIVITIES

**Volunteer,** Nursing Homes

### TECHNICAL ACUMEN

Microsoft Office Applications (Word and Excel)