

Hannah Healthcare

1234 Legend Glen, San Antonio, Texas 78258 | (956) 555-8674 | healthch@southwestern.edu

EDUCATION

Bachelor of Arts in English (minor: Spanish)

Southwestern University

May 20__
Georgetown, Texas

HEALTHCARE EXPERIENCE

Emergency Room Volunteer

St. David's Georgetown Hospital

May 20__ – May 20__
Georgetown, Texas

- Greeted patients and facilitated their entry to Emergency Room
- Set up charts for charge nurse
- Prepared exam rooms for patients and re-stocked supplies in exam rooms as needed
- Translated between English and Spanish for doctors on several occasions

Healthcare Shadowing Rotations

St. David's Georgetown Hospital

September – December 20__
Georgetown, TX

- Shadowed doctors and PAs for 40 hours in 9 departments for exposure to entire hospital
- Interviewed staff to further understand the responsibilities of each individual within their unit
- Interacted with patients to understand each individual's needs and better accommodate them during their visit

Physician Observer

Dr. J. Santiago Gutierrez, OB/GYN

May – August 20__
Laredo, Texas

- Shadowed doctor as he performed specific duties
- Assisted with chart workup and observed vitals
- Gained significant knowledge in the nurturing and lifestyle of a healthy pregnancy

Pre-Med Scholar

Summer Health Professions Education Program, Columbia University

June – July 20__
New York, New York

- Selected as one of 10 out of over 1,000 applicants nationwide
- Participated in a well-defined, integrated approach to learning sciences necessary for medical school
- Engaged in intense labs with human organ specimens
- Attended weekly rotations and observed multiple surgeries and surgical procedures
- Shadowed attending physicians in various departments

Junior Hospital Volunteer

Doctors' Hospital of Laredo

June – August 20__
Laredo, Texas

- Greeted patients in each respective department and helped facilitate their check-in
- Assisted in charting vitals, patient history (i.e. Pediatrics—baby's weight, height, handprints, etc.)
- Observed surgeries and surgical procedures

OTHER EXPERIENCE

Spanish Tutor

Modern Languages Department, Southwestern University

January 20__ – Present
Georgetown, Texas

- Teach Spanish language writing skills to peers, emphasizing grammar and sentence structure
- Review and constructively edit Spanish language compositions
- Helped all students improve grades

Database Consultant

Bookkeeping, Falcon National Bank

May – August 20__
Laredo, Texas

- Modernized and revised current account files, improving efficiency
- Converted client paper files into PDF files on computer database to be accessible to all bank branches
- Renewed current client signatures to augment fraud protection

SKILLS

Spanish (fluent); Computer: Microsoft Word, Excel, PowerPoint; Google Docs, Sheets, Drive, Slides; social media