

**Sample Student**  
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### **Certified Nursing Assistant**

Compassionate Certified Nursing Assistant with a patient-centered approach and a commitment to delivering exceptional care. Skilled in taking vital signs, assisting patients with personal hygiene, and supporting activities of daily living. Strong work ethic, ensuring patient safety, comfort, and confidentiality. Excellent prioritization, critical thinking, and collaboration skills to optimize patient outcomes.

#### **CERTIFICATIONS**

Certified Nursing Assistant Certification, State of Illinois	June 20xx
Basic Life Support (BLS) for Healthcare Providers Certification- American Heart Association	May 20xx

#### **EDUCATION**

Harper College, Palatine, IL Certified Nursing Assistant Certificate	May 20xx
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#### **CLINICAL ROTATIONS**

Glenbrook Hospital, Glenview, IL	January 20xx to February 20xx
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- Worked under supervision of nursing instructor and RN to assess, plan, implement, and evaluate care of patients in cardiac, pediatric, obstetric, and medical-surgical settings
- Performed dressing changes, obtained specimens, took vital signs, and recorded weight
- Provided physical support to assist patients to perform daily living activities, such as getting out of bed, bathing, dressing, using the toilet, standing, and walking
- Reported status of patient to doctors and nurses regarding concerns that might require medical attention as well as patient behavior, complaints, and physical symptoms

#### **WORK HISTORY**

T.J. Maxx, Schaumburg, IL <b>Assistant Manager</b>	April 20xx to Present
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- Provide customer service by greeting and assisting customers, and responding to customer inquiries and complaints
- Direct and supervise employees engaged in sales, inventory-taking, reconciling cash receipts, and performing services for customers
- Monitor sales activities to ensure customers receive satisfactory service and quality goods
- Keep inventory stock up to date and reorder when inventory drops to specified level
- Instruct staff on how to handle complicated sales to maintain policy guidelines while providing exceptional customer service

Chase Corporation, Elgin, IL <b>Customer Service Representative</b>	May 20xx to January 20xx
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- Managed reception area and responded to telephone and in-person requests for information
- Organized files, developed spreadsheets, faxed reports, and scanned documents for filing

#### **VOLUNTEER EXPERIENCE**

American Red Cross, Arlington Heights, IL <b>Blood Drive Volunteer</b>	March 20xx to Present
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- Obtain vital signs, store units of blood, and perform administrative tasks
- Manage informational questionnaires with strict donor confidentiality