

sample chronological resume

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Maria Sanchez, R.T.(R)

CAREER SUMMARY

Motivated and personable radiologic technologist with two years of experience who is committed to providing high-quality radiologic services and meeting patient needs during exams. Experience in CT and MRI and a proficient user of radiology management and hospital information systems. CPR certified.

ACCOMPLISHMENT HIGHLIGHTS

- Elected class president during second year of radiography program.
- Graduated with honors from radiography program with a 3.9 grade point average.

SKILLS AND ABILITIES

- Customer and patient orientation
- Ability to organize and prioritize
- Attention to detail and accuracy
- Ability to follow processes
- Critical, analytical thinking and problem solving
- Ability to work with various technologies
- Oral and written communication
- Ability to adapt to changing work environments

CLINICAL EXPERIENCE

Radiologic Technologist, Clinical Rotation: 8/10 – 6/11

Lovelace Medical Center, Rio Rancho, NM Assisted in pain management (fluoroscopic imaging).

- Assisted in portable intensive care imaging.
- Assisted in surgical trauma imaging.
- Assisted in inpatient imaging.

Radiologic Technologist, Clinical Rotation: 9/09 – 8/10

University of New Mexico Medical Center, Albuquerque, NM

- Assisted in x-ray examination of ambulatory outpatients.
- Assisted with portable imaging on medical floors.
- Assisted with research studies related to osteoporosis.

PROFESSIONAL EXPERIENCE

Radiologic Technologist, PRN: 6/11 – Current

Presbyterian Outpatient Center, Rio Rancho, NM

- Prepared and positioned patients for radiographic examinations.
- Created quality assurance program to reduce patient falls in the radiology department.
- Assisted with patient scheduling and patient preparation required before examinations.

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PROFESSIONAL EXPERIENCE

Patient Transport Associate: 4/08 – 7/09

Medical Group of New Mexico, Albuquerque, NM

- Transported patients from various floors to radiology department.
- Communicated with nursing staff regarding patient needs.
- Ensured documentation matched the correct patient.

Administrative Assistant: 9/07 – 4/08

Smith and Associates, Albuquerque, NM

- Handled calls for a 10-person office.
- Composed and distributed all correspondence, interdepartmental memorandums and reports.
- Prepared and assembled media kits for marketing and public relations departments.
- Scheduled domestic and international travel for managers.
- Established and maintained electronic filing system for office.

Lead Waitress: 6/05 – 8/07

Red Robin Restaurant, Albuquerque, NM

- Greeted and seated guests, recorded accurate guest orders, and used a suggestive selling approach. Responsibilities also included completing all side work, stocking, and daily cleaning tasks.
- Trained new and existing staff on the restaurant's procedures, culture and practices.

EDUCATION

- Associate of Science in Radiography, Northern New Mexico State University, Rio Rancho, New Mexico – 5/11.
- Associate of Science in Business, CNM Community College, Albuquerque, New Mexico 8/07.

TECHNICAL/ COMPUTER SKILLS

- Microsoft Office 2007, 2010.
- Medisoft.
- Familiar with most advanced digital x-ray equipment, such as Agfa, Fuji, Siemens, Philips and OEC.
- Working knowledge of CT equipment (GE) and portable radiography equipment (Siemens).

ACADEMIC AWARDS/ RECOGNITION

- Earned special recognition for exemplary patient care while at Lovelace Medical Center – 2010.
- Awarded the Mallinckrodt award in radiography school – 2009.

LICENSURE/ CERTIFICATION/ PROFESSIONAL MEMBERSHIPS

- American Registry of Radiologic Technologists, R.T.(R), ID #137799 – 2010 – current.
- New Mexico State License, # 528625 – 2010 – current
- New Mexico Society of Radiologic Technologists – 2010 – current.
- American Society of Radiologic Technologists – 2010 – current.