

RESUME GUIDE

Welcome to UCLA Health! As you embark on this exciting journey, we understand the importance of presenting your best professional self. To assist you in creating a resume, we've compiled a few tips to help showcase your qualifications and experience.

Resume Tips:

Resume Format:

Different resume formats emphasize various aspects of your experience and qualifications. The most common formats include chronological, functional, and combination/hybrid resumes.

Update Contact Information:

Ensure your contact details are current, including an email address and an active phone number.

Education, Certifications, and Licenses:

Include your educational background and any certifications or licenses relevant to your position.

Work Experience:

Give precedence to recent work experience and highlight relevant skills. **Ensure that you include the starting and ending month and year for each position.**

Formatting Matters:

Keep the resume clean and well-organized. Use a professional font and maintain consistency in formatting.

Free Resume Templates:

GoogleDocs and Microsoft Word offer customizable templates to help you begin creating your resume. Additionally, we've also included sample resumes below for your reference.

Remember, your resume is a reflection of your professional journey. Make sure to cover the basics: Organize standard sections to display your contact information, skills, work history, educational background, and any relevant licenses or certifications.

Joe Bruin

(310) 123-4567, JoeBruin@gmail.com

Dedicated Registered Nurse with 10+ years of experience assessing patient health problems, maintaining medical records, and executing nursing care plans.

Professional Experience

Company Name 3, Anaheim, CA

Registered Nurse Supervisor

May 2014 - Present

- Supervise 30+ nursing staff and manage patient care in a 98-bed facility.
- Train and mentor new staff with the newest innovations in patient care methodology, increasing efficiency and reducing labor needs by 10%.
- Monitor and communicate patient health status with an interdisciplinary team of nurses and patient care professionals.

Company 2, Anaheim, CA

Registered Nurse – Dialysis & IV Infusion

March 2011 – May 2014

- Managed patients suffering from end-stage renal disease (ERSD) and educated their families in care practices.
- Supervised the delivery of home dialysis therapy modalities, including HHD, CCPD, and CAPD
- Treated patients with enzyme deficiency, rheumatoid arthritis, and other chronic neurological disorders other chronic neurological disorders.
- Awarded Employee of the Month for outstanding service quality, patient care, and professionalism

Company 1, Anaheim, CA

Registered Nurse Intern – Labor & Delivery

September 2009 – March 2011

- Accumulated 240 hours of intensive clinical experience managing 4 patients simultaneously, under supervision.
- Provided mother and newborn assessments and handled precipitous births, emergent c-sections, ectopic pregnancies, and preeclampsia during rotations.

Education

University Name, Seattle, WA

- Bachelor of Science in Nursing

Licenses & Certifications

- Registered Nurse: California, License # 12345678 – Expires March 2025
- Basic Life Support for Health Care Providers (BLS) – Expires January 2025
- Advanced Cardiac Life Support (ACLS) – Expires February 2025

JANE BRUIN

P: 310-123-4567 | E: JaneBruin@gmail.com

SKILLS & EXPERTISE

Project Management · ROI Forecasting · A/B Testing Oversight · Search Engine Optimization

EXPERIENCE

COMPANY 2, NEW YORK, NY

Senior Marketing Communications Manager January 2020 – Present

- Oversees a 15-person communications team tasked with executing marketing initiatives across event coordination, branding, public relations, and business development. Manages budgets ranging from \$3M to \$5M.
- Charged with keeping remote team on-task through daily Slack check-ins and weekly one-on-one Zoom meetings.
- Generated \$3.5M ROI by developing a long-distance event management program from the ground up.
- Represents the brand in all press interviews, industry panels, and corporate communications initiatives.

COMPANY 1, JERSEY CITY, NJ

Marketing Communications Manager March 2017 – December 2019

Marketing Communications Associate April 2012 – February 2017

- Spearheaded a new product launch that resulted in \$147M in revenue (2012). Executed highly successful PR campaigns despite limited budget and resources.
 - Established Company's first global sales conference, hosting 300 sales rep from around the world for five days of comprehensive training and product awareness. Developed daily training sessions, secured sponsorships, and oversaw daily activities of top executives.
 - Coordinated events and tradeshows with budgets of up to \$200k.
 - Ensured all marketing materials adhered to corporate branding and industry guidelines.
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EDUCATION

UNIVERSITY NAME – SCHOOL OF BUSINESS, New York, NY

Bachelor of Science, Business Marketing

Honors & Activities: Dean's List, Co-Founder, Women Entrepreneurs Association