

# Robert Smith

## Activity Director

### PERSONAL STATEMENT

8 years of experience as an Activity Director. Dependable and hard-working ARRT registered radiologic technologists with 5 years of experience producing clinical diagnostic radiographic films and performing routine diagnostic imaging procedures.

### WORK EXPERIENCE

#### Activity Director

ABC Corporation - December 2005 - December 2010

##### Responsibilities:

- Checked facility for open windows, locked doors, malfunctioning smoke detectors, and other safety hazards.
- Participated in care plan meetings weekly with residents family members.
- Organized monthly group outings to places such as restaurants, parks, and department stores.
- Assessed new residents/patients to develop care plans and ensured plans were executed.
- Organized social activities for the enjoyment, intellectual stimulation and psychological well-being of residents and patients.
- Communicated with families to discuss their loved ones status and created engaging activities for these individuals.
- Created a facility news program, which allowed family members to remain updated on their loved ones activities, accessible anytime online.

#### Radiologic Technologist

ABC Corporation - September 2002 - November 2005

##### Responsibilities:

- Performed all examinations for doctors in a 7 story building and a 14 story building who did not have an x-ray examination room.
- Verified type of radiology procedure prior to exams using the HIPAA guidelines for two identifiers.
- Performed diagnostic images as needed in level 1 and level 2 emergency cases.
- Carried lead tech pager weekly and ensured that work was done in a timely and organized fashion.
- Completed AM chest x-rays utilizing digital and CR portable machines.
- Rotated daily in the various hospital areas such as Surgery, Trauma and Medical ICU, and the Emergency Room.
- Established exposure factors to get the best imaging for individual patients.

### CONTACT DETAILS

1737 Marshville Road,  
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(123)-456-7899  
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[www.qwikresume.com](http://www.qwikresume.com)

### SKILLS

Computer, Microsoft Office, Customer Service, Event Planning, Theater, Photography, Supervisor, Public Speaking, and Education/Training.

### LANGUAGES

English (Native)  
French (Professional)  
Spanish (Professional)

### INTERESTS

Climbing  
Snowboarding  
Cooking  
Reading

### REFERENCES

Reference - 1 (Company Name)  
Reference - 2 (Company Name)

## Education

Associate Of Applied Science in Radiology - (San Jacinto College)B.S.  
in Communication - (University Of Indianapolis)Bachelor Of Arts in  
Recreation - (San Francisco State University)