ROBERT SMITH

Health Care Specialist Head

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

Fully Bilingual (Spanish and English) professional with expertise on project, time and resources management, training big groups, reports manufactured from data base, Microsoft office software user, computer oriented.

CORE COMPETENCIES

Medical, Medical Terminology, Medical Records, Medical Manager, Military.

PROFESSIONAL EXPERIENCE

Health Care Specialist Head
ABC Corporation - April 2004 – August 2005

Key Deliverables:

- Provided emergency medical treatment, limited primary care, and health protection for personnel.
- Managed health protection and evacuation from the point of injury or illness.
- Handled all emergency treatments with expertise and efficiency.
- Assisted with outpatient and inpatient care.
- Monitored patients vital signs, including temperature, pulse, and blood pressure.
- Prepared blood samples for lab process and analysis, performed injections, and dispensed medications.
- Maintained all patient health records with accuracy and confidentiality.

Health Care Specialist
ABC Corporation - 1999 – 2004

Key Deliverables:

- Administer emergency medical treatment to battlefield casualties.
- Assist with outpatient and inpatient care and treatment.
- Take patients temperature, pulse and blood pressure.
- Prepare blood samples for laboratory analysis.
- Keep health records and clinical files up-to-date.
- Give shots and medicine to patients.
- Prepare patients, operating rooms, equipment and supplies for surgery..

EDUCATION

Associates of Science in Medical Science - (Kaplan University)

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