

# NAME

TITLE

000-000-0000 / EMAIL / CITY, STATE, ZIP

## Profile

Compassionate volunteer with experience working closely with senior patients by offering hands-on care and support with daily living requirements. A good communicator capable of building meaningful relationships with coworkers and families.

## Experience

### Patient Support Volunteer - Serenity Service Hospital / Location

MONTH YEAR - Present

- Assisted patients with daily tasks, such as meal assistance and mobility support.
- Provided emotional support and companionship to patients.
- Assisted nursing staff with administrative tasks.
- Maintained a clean and organized patient environment.
- Escorted patients to appointments and tests.

### Emergency Department Volunteer - Hope Medical Center / Location

MONTH YEAR – MONTH YEAR

- Assisted with patient check-in and registration.
- Provided comfort and support to patients and their families.
- Assisted nurses and physicians with tasks as needed.
- Prepared patient rooms for incoming admissions.
- Managed incoming calls and directed inquiries appropriately.

### Project Experience

- Organized and led a fundraiser for a hospital foundation, which raised over \$10,000 to purchase new equipment for the hospital's oncology department.
- Coordinated a program to follow up with patients post-discharge, providing emotional support and resources for continued recovery.
- Collaborated with hospital staff and other volunteers to plan and execute a successful health fair for the local community, providing free health screenings and educational resources.

## Education

### Bachelor of Science in Nursing - Chamberlain College of Nursing

MONTH YEAR

- GPA: LIST
- AWARD
- AWARD

### DEPARTMENT - SCHOOL

MONTH YEAR

- GPA: LIST
- AWARD
- AWARD

## Skills

### Expertise

- Excellent interpersonal and communication skills
- Empathy and compassion
- Ability to handle stressful situations with calmness
- Attention to detail and organization
- Dependability

## Licenses & Accreditations

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- Basic Life Support (BLS) Certification
- Health Insurance Portability and Accountability Act (HIPAA) Certification
- Fellow of the American College of Healthcare Executives (FACHE)
- Certified Healthcare Administrative Professional (CHAP)