

ANGELA DIAZ

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EDUCATION

University of California Irvine, Irvine, CA

June 20XX

Bachelor of Science in Nursing

GPA: 3.46

SKILLS

Language: Fluently speak, write, and read Spanish

Electronic Medical Record: Experience using Quest, Epic, Meditech, eClinical Works, All Scripts

AHA Certifications: BLS: Expires August 20XX; ACLS: Expires March 20XX; NRP: Expires March 20XX

CLINICAL EXPERIENCE

Clinical Rotations / Preceptorships

- University of California, Irvine Medical Center: Medical/Surgical; Psychiatric; Obstetrics
- CHOC at Mission: Pediatrics/PICU/NICU
- El Sol Well ness Center/Share Our Selves Clinic: Leadership; Community Health Nursing
- Mission Hospital: Postpartum

Medical Assistant | Fertility Center of Southern California, Irvine, CA March 20XX - Present

- Educate patients on proper medication mixing and provide instruction on proper administration
- Build rapport with patients to discuss their treatment process and address concerns; verify insurance benefits
- Draw patients' blood samples for lab tests, take vital signs and assist doctor with charting on eClinical Works
- Prepare patients for examinations, tests, and treatments

Clinical Care Extender | Hoag Hospital, Newport Beach, CA Sept. 20XX -August 20XX

- Gained exposure to the nursing profession through extensive patient interaction
- Assisted patients with daily living activities to ensure their comfort and recovery
- Collaborated with interdisciplinary healthcare team to ensure patient safety and satisfaction

LEADERSHIP

Board Member | Nursing Science Student Association at UCI Sept. 20XX- Present

- Plan and implement outreach activities to promote health profession to undergraduate students and community members

Nursing Mentor | Center for Future Health Professionals, Anaheim, CA Sept. 20XX - Sept. 20XX

- Mentored 3 high school students from underrepresented backgrounds to expose them to opportunities in health professions

WORK EXPERIENCE

Administrative Assistant | Smith Legal Investigators, Newport Beach, CA Feb. 20XX - April 20XX

- Researched DMV and Cal/OSHA regulations to support civil litigations
- Drafted letters, memos, and declarations, utilizing strong written skills; managed office schedule

Supervisor / Barista | Coffee Bean, Anaheim, CA Jan. 20XX -April 20XX

- Followed policies and procedures to provide quality customer service; trained new hires on company standards
- Prioritized tasks and duties in fast-paced environment to smoothly operate shift