

# ANGELA DIAZ

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## EDUCATION

University of California Irvine, Irvine, CA  
Bachelor of Science, Nursing  
GPA: 3.46

June 20XX

## 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

September 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

September 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

September 20XX – September 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

February 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

January 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