

# JANE DOE

5555 55th Ave S, Hometown, WA 55555 | jane.doe@gmail.com | 555-555-5555

**QUALIFICATIONS** | Registry eligible, highly proficient with Windows operating system and Microsoft Office software, strong background in customer service, excellent communication skills, ability to work in a team setting and independently, excellent problem solving capabilities, ability to quickly adapt to diverse work environments, passionate about providing excellent healthcare and helping others, self-driven to constantly improve as an individual and intellectually.

**EDUCATION** | **BEE COLLEGE, CITY, WA** SEPTEMBER 2013 – AUGUST 2015  
ASSOCIATE OF ARTS, DIAGNOSTIC ULTRASOUND TECHNOLOGY

Completion of courses and clinical internships for ARDMS board eligibility. Member of Phi Theta Kappa International Honor Society. Class Valedictorian.

**BEE COLLEGE, CITY, WA** APRIL 2011 – AUGUST 2012  
PRE-MEDICAL IMAGING CONCENTRATION

Completed prerequisite courses for the Diagnostic Ultrasound Program. Member of Phi Theta Kappa International Honor Society.

**EXPERIENCE** | **HIGH RISK OB SONOGRAPHER INTERN EXTERNSHIP DIAGNOSTIC CENTER**  
EXTERNVILLE, WA SEPTEMBER 2014 – JULY 2015

Duties: Perform diagnostic fetal biometry and survey ultrasound exams on first, second, and third trimester patients. Practicing fetal echocardiography and nuchal translucency. Clinical inpatient and outpatient setting working closely with Perinatologists and Fellows. Technology: GE Voluson E8

**VASCULAR SONOGRAPHER INTERN CITY VASCULAR ULTRASOUND**  
EXTERNVILLE, WA APRIL 2015 – JULY 2015

Duties: Perform diagnostic vascular ultrasound exams including carotid, lower extremity venous/arterial, upper extremity venous/arterial, vein/arterial mapping, renal, TCD, emboli monitoring, and ABI. Hospital inpatient and outpatient setting working with Vascular Surgeons.

Technology: Philips IU22, Philips HD11XE, ST3 TCD

**GENERAL SONOGRAPHER INTERN MEDICAL CENTER RADIOLOGY**  
EXTERNVILLE, WA SEPTEMBER 2014 – MARCH 2015

Duties: Performed a variety of diagnostic general ultrasound exams including abdomen, OB/GYN, small parts, soft tissue, and some diagnostic vascular ultrasound exams such as upper and lower extremity DVT. Participated in ultrasounds for neonatal Neurosonography, renal transplant, and pediatric patients. Assisted in fine needle aspiration biopsy procedures for thyroid and superficial lesions. Hospital inpatient and outpatient setting working closely with Radiologists.

Technology: Philips IU22, GE Logiq E9, Zonare

**ACCOUNT MANAGER WORK COMPANY**  
HOMETOWN, WA NOVEMBER 2012 – AUGUST 2013

Duties: Worked closely with clients to manage life insurance policies. Maintained strict confidentiality per HIPAA. Utilized computer literacy to process account transactions quickly and effectively. Exhibited high attention to detail by recognizing erroneous information on accounts. Developed and communicated ideas to improve work culture.

**BANK TELLER/MERCHANT PROCESSING BANK COMPANY**  
HOMETOWN, WA MARCH 2011 – AUGUST 2011

Duties: Provided excellent customer servicing by maintaining good rapport with clients. Identified client needs through effective communication skills. Exhibited high attention to detail by maintaining accuracy in transaction and identifying fraudulent activity. Generated in depth client reports for upper management. Resolved client problems and discrepancies.

