SAMPLE

Joanna Doe

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San Marcos, CA 92096
760-555-5555
jdoe@csusm.edu

Education

California State University, San Marcos CA — San Marcos, CA
Bachelors of Science in Human Development — May 2023

California State University, San Marcos CA — San Marcos, CA
Certified Nursing Assistant (CNA) — May 2016

Pasadena City College, — Pasadena, CA
Associate of Arts, Liberal Arts, certificate Drug and Alcohol Specialist — May 2015

Experience

White Memorial Medical Center, — Los Angeles, CA
Healthy Start Hospital Liaison – **90 Hrs.** Supervisor: Janet Smith, jsmith@WMMC.com — 7/2024-present

- Provided emergency concrete assistance, information.
- Referred patients to community resources during prenatal and post-partum periods.
- Participated in multidisciplinary teams for discharge planning of high-risk patients for linkage to available prenatal and post-partum home services.
- Provided follow up by telephone and appointment support with patient for on-going assistance with social issues to promote continued medical and social service follow up.

Los Angeles Citizens for Children and Youth, — Los Angeles, CA
6/2023-6/2024

Child Healthcare Advocate/Outreach Volunteer – **25 Hrs**. Supervisor: Maya Martinez, mmart@CCY.com

- Responsible for ensuring clients were medically compliant
- Working on children's health care issues and policies.
- Perform research in areas of health care for children.

ABC Long Term Care, — Los Angeles, CA
Certified Nursing Assistant (CNA) - **145 Hrs.** Supervisor: James Washington, jwash@ABC.com — 6/2016–7/2018

- Assist nursing staff with vital signs, patient personal care, cleaning catheters, and setting up medical equipment
- Observe and report changes in medical conditions and behavior • Follow government and employer COVID-19 regulations
- Provide personal care for dementia/Alzheimer patients; de-escalate potentially dangerous situations

Hamilton Elementary School — Pasadena,CA
Substitute Teacher/Case Aid – **40 Hrs.** Supervisor: Joanne Chang, jchang@HES.edu — 8/2015-06/2016

- Instructed math and art classes (avg 22 students per class) from grades 2-5
- Implemented 10 new hands-on games and kinesthetic activities, leading to implementation by the regular teacher
- Followed school policies, teacher guidelines, and student IEPs to ensure student safety and achieve learning outcomes
- Adhered to school policies and procedures for students with disciplinary issues
- Assisted with language interpretation during parent meetings

Naval Mobile Construction Battalion One — **Gulfport, MS**
Defense Travel Coordinator — 07/2011-4/2014
(Naval Mobile Construction Battalion One is a Department of Defense operative that conducts construction in combative and humanitarian relief settings.)

- Administered travel vouchers at the organization level.

- Managed the Defense Travel System (DTS), overseeing 600+ accounts within the travel card program, and ensuring compliance with the Joint Travel Regulations (JTR) through regular audits.
- Coordinated billing and payments for travel vouchers, processing 128 travel card applications to maintain 100% operational readiness.

Activities/Leadership

Vice President, Human Development Student Organization 9/2022-5/2023 (CSUSM)
Vice President of China Night Executive Board, Chinese Association Student Union 8/2014-5/2015 (Pasadena City College)

Awards/Honors

Recognition Award for outstanding volunteer effort at Los Angeles Citizens for Children and Youth, 10/2023

Community Service/ Volunteer

Served on the Screening Committee for Catholic Charities (Teen Transitional Living Program)
Volunteered as the Navy Marine Corps Relief Society (NMCRS) Representative for the Public Works Department (PWD) at NSA Souda Bay. Played a direct role in helping NSA Souda Bay surpass the 2012 fundraising goal of $7700, contributing to the welfare of service members and their families.
Participated in running the American Red Cross Blood Drive, collected food & clothes, and read books to children at the Los Angeles Day Care Center. **5 Hrs.** Supervisor: Johnny Carson, johnny.carson@redcross.org
Designed a web page for the Decker School of Nursing and the Alzheimer's Disease Center

Skills

Abilities: Strong interpersonal, organizational, analytical, counseling and case management skills
Computer: Microsoft Office Applications, and Internet Tools
Languages: Fluent in Vietnamese