

HEALTH INFORMATION SCIENCE—RÉSUMÉ SAMPLE

Student Name

*email@email.com**555-555-5555**City, Country**Linkedin.com/studentname***EDUCATION****Bachelor of Science in Health Information Science**

University of Victoria

01/20XX – 07/20XX

*City, Country***Certificate in Baking and Pastry Arts**

Community College

03/20XX - 03/20XX

*City, Country***WORK EXPERIENCE****Site Screener**

Health Authority

09/20XX - 12/20XX

*City, Country***Achievements/Tasks**

- Ensured the safety of the health organization by formally implementing established guidelines of Covid- 19 protocols
- Facilitated entrance guidelines to ensure safe entrance in hospital by enforcing non-essential visits and mask mandate
- Adapted to the changing health protocols base on provincial health restrictions
- Responded to patients experiencing Covid-19 symptoms by following established quarantine in the hospital
- Contact patient's primary physician office to discuss patient's situation and contact hospital's Covid-19 testing team for patient swab test

Server Assistant

Restaurant

10/20XX - 09/20XX

*City, Country**This restaurant offers Aburi style cuisine. They serve sushi and sustainable seafood in a sophisticated setting.***Achievements/Tasks**

- Trains new floor staff on customer service requirements, proper food handling guidelines, restaurant protocols, and safety procedures
- Respond to customer concerns and inquiries to provide complete resolution
- Protect establishment and patrons by adhering to sanitation, safety and alcohol beverage control policies
- Maintain table setting by removing courses as completed; replenishing utensils; refilling water glasses; being alert to patron spills or other special needs
- Promptly address customer service issue and refer customers to management when necessary

Pastry Chef

Bread Shop

03/2019 - 08/2019

*City, Country**This shop is an organic certified artisan bread bakery that focuses on delivering bread using local ingredients and Canadian Flour.***Achievements/Tasks**

- Developed recipes and menus by applying understanding of market demands and culinary trends
- Aligned seasonal plans with ingredient availability
- Developed production methods to maximize efficiency in coordination with staff and management
- Prepared over 10 types of pastries on a daily basis to deliver to 7 cafes in the lower mainland
- Assess the quality of raw materials before baking to ensure conformance to set standards

VOLUNTEER EXPERIENCE

Event Consultant and Website Designer

Farm

09/20XX – Present

City, Country

This farm promotes small-scale urban farming by building affordable garden bed to support food sovereignty.

Tasks/Achievements

- Developed ideas for club events - related to sustainability and promote food sovereignty Coordinated setup and cleanup for event
- Assisted with organizing appropriate venues
- Assisted in preparing marketing and promotional material to generate more interest

Clinical Assistant Volunteer

Access Clinic

10/20XX - 03/20XX

City, Country

Tasks/Achievements

- Organized appointments for clients
- Direct clients to legal resources i.e., low income, housing eviction

TECHNICAL SKILLS

Programming	Python, SQL, HTML, XML, SAS
Microsoft Applications	Word PowerPoint, Excel, Zoom
Excel	Gantt Charts, Charts and Graphs, Pivot Charts, Cell Formatting and Building Formulas
Proficient knowledge of following Applications	Oracle, Epi Info, TELUS Med-Access EMR'

INTERESTES

Artisan Bread Baking - Bakes bread and pastries and creates content for Instagram

Dragon Boating - Paddled with Juice Dragon Boat and competed Vancouver Dragon Boat and Steveston regatta

Sustainable Food Production - Interested in learning sustainable food practices through personal gardening and practicing less food wastage

LANGUAGES

English

Full professional proficiency

French

Limited working proficiency

REFERENCES

Reference 1

Coordinator, Medical Agency, City, Province

Contact: 555-555-5555 email@email.com

Reference 2

General Manager, Restaurant, Vancouver, B.C.

Contact: 555-555-5555 email@email.com