

# Logan Smith

## COMPLETED EDUCATION

**Undergraduate Certificate; Foundations of Nutrition**  
*Missouri State University; Springfield, MO*

May 20xx

**Basic Life Support Certification**  
*American Red Cross; Springfield, MO*  
Expires: Jan 20xx

January 20xx

## HEALTHCARE EXPERIENCE

### Healthcare Employment

*Patient Care Associate*  
Mercy Hospital; Springfield, MO

March 20xx - Present

- Clean and sanitize all touch points and working areas throughout unit to ensure safety.
- Collaborate and engage with other medical professionals, providing well-rounded patient care.
- Attentively care for 5-7 patients daily and quickly build rapport using interpersonal communication.
- Enter patient information following HIPPA standards using Epic Software to ensure confidentiality and detailed patient records.

### Healthcare Observation

*Tami Young - Critical Care Registered Nurse*  
Cox Health; Springfield, MO

February 20xx

- Learned proper written and verbal communication skills for the healthcare setting.
- Gained conflict resolution techniques pivotal to professionalism and safety.
- Observed collaboration between various medical professionals while caring for the needs of each patient.

## COMMUNITY SERVICE

*Community Volunteer*  
The Breast Cancer Foundation of the Ozarks (BCFO)

June 20xx - Present

- Answer 10-15 phone calls and 20+ emails daily from clients seeking support from BCFO services while providing undivided attention to their stories and needs.
- Organize storage for promotional materials and maintain a complete inventory of supplies.
- Work various community events for fundraising and awareness promotion.

## EXTRACURRICULAR ACTIVITIES

*Active Member*  
Pre-Student Nursing Organization (Pre-SNO) – Missouri State University; Springfield, MO

August 20xx - Present

- Collaborate with peers to provide feedback on necessary nursing student resources.
- Participate in monthly professional development activities to strengthen specialized skillset.
- Network with professionals and engage in informational interviews to gain industry insights.

## **LEADERSHIP**

*Vice President of Membership Development*

August 20xx - Current

Student Activities Council - Missouri State University; Springfield, MO

- Lead and motivate students to utilize their skills by delegating strengths-appropriate tasks.
- Engage students by providing inclusive and fun student experiences and environments.
- Maintain in depth knowledge of institutional policies for membership and approved activities.

## **WORK HISTORY**

*Server*

July 20xx – September 20xx

Gailey's Breakfast Café; Springfield, MO

- Provided attentive and punctual customer service daily to 10+ section tables.
- Resolved issues as they occurred by providing understanding and care while discussing problems.
- Managed and adapted time spent on tasks to ensure accurate completion of daily requirements.