

# CARY CONNELL

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## EDUCATION / CERTIFICATION

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**Towson University**, Towson, MD December 20XX  
Bachelor of Science, Nursing  
GPA: 3.67

**College of Southern Maryland**, La Plata, MD May 20XX  
Associate of Arts, Pre-Nursing

**American Heart Association**, Towson, MD June 20XX - June 20XX  
CPR and Basic Life Support for Healthcare Providers

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## PROFESSIONAL EXPERIENCE

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**United States Air Force Reserves** March 20XX - present  
Joint Andrews Air Force Base, MD  
*Dental Technician*

- Perform oral prophylaxis and scaling procedures using dental hand instruments and oral hygiene aids, approximately five patients per day
- Ensure efficiency of appointments by preparing materials for making impressions and restoring defective teeth
- Maintain accurate records and record entries in individual's dental records indicating oral cavity condition and treatment

**American Diabetes Association** March 20XX - February 20XX  
Alexandria, VA  
*Manager, Senior Mentor*

- Assisted in the development of the mentor program for new employees including creation of training materials and mentorship supports
- Worked directly with clients and provided education and support to constituents on diabetes care

**Washington Nephrology Associates** April 20XX - August 20XX  
Alexandria, VA  
*Medical Assistant*

- Carried out tasks including: phlebotomy, vital check, and urine analysis, approximately five per day
- Ensured office efficiency by answering phones, filing charts, and retrieving information from labs, hospitals, and doctors' offices
- Made sure all prior authorizations were approved before any procedure could be administered
- Verified all information in charts were accurate and up to date

**Prime Care America** November 20XX - August 20XX  
Waldorf, MD  
*Medical Assistant*

- Confirmed all prior authorizations were approved before any procedure could be administered
- Assisted doctors in physicals, administered EKGs, and checked vitals, approximately nine per day
- Ensured proper forms were filled out accurately and completely for billing
- Organized patient appointments with doctor's schedule