

Aubrey Steele

(562) 555-1234

aubrey.steele@email.com

linkedin.com/in/aubreysteele

1234 Elm Street, Cerritos, CA 90703

SUMMARY

Dedicated healthcare support professional with hands-on experience in imaging departments and patient care settings. Proven ability to assist in medical procedures, coordinate patient flow, and maintain organized operations effectively. Holds certification in Basic Life Support (BLS) and demonstrates technical aptitude in using computer systems. Committed to ensuring patient comfort while delivering high-quality support in fast-paced environments. Ready to contribute to Radiant Imaging Solutions' mission of providing pioneering imaging technologies in a compassionate setting. Eager to leverage expertise and compassion for enhancing patient satisfaction.

EDUCATION

High School Diploma

Cerritos High School GPA: 3.8

2025

Cerritos, CA

Coursework: Health Sciences, Biology, Chemistry, Anatomy

TECHNICAL SKILLS

- **Imaging Technology Tools:** MRI Scanners, CT Machines, X-ray Systems
- **Patient Administration:** Scheduling Software, Patient Portals, Data Management Systems
- **Safety Protocols:** Infection Control Practices, Hospital Safety Regulations, Patient Rights Compliance
- **Communication Tools:** Phone Systems, Email Applications, Internal Messaging Platforms
- **Data Analysis Tools:** Survey Software, Research Databases, Reporting Tools
- **Documentation Standards:** Patient Records Management, Clinical Documentation Techniques, Standard Operating Procedures
- **Healthcare Regulations:** HIPAA Guidelines, Accreditation Standards, Clinical Best Practices
- **Customer Service Software:** Support Ticket Systems, Feedback Platforms, CRM Applications
- **Emergency Response Protocols:** BLS Training, Safety Drills, Crisis Management Procedures
- **Educational Outreach Methods:** Workshop Delivery, Public Speaking Techniques, Materials Development

SKILLS

- Patient Care
- Data Entry
- Communication Skills
- Medical Terminology
- Microsoft Office Suite
- Team Collaboration

EXPERIENCE

MRI Technical Assistant

January 2026 - Present

University Project

Cerritos, CA

Assisted coordination of imaging procedures at the university's health clinic, effectively managing all patient appointments. Involved directly in patient interactions across various roles.

- Provided effective management of patient inquiries over the phone, streamlining movements and reducing wait times.
- Maintained accurate patient tracking boards for modalities, completing data entry tasks with diligence and precision.
- Prepared examination rooms and assisted patients with MRI properties for seamless processes, enhancing overall patient care experience.
- Assisted Technicians in accurately positioning patients for scans, contributing to efficient operation of imaging processes.
- Transported patients safely between departments as needed, exhibiting kindness towards anxious individuals.
- Supported clerical operations through effective communication and teamwork with healthcare professionals.

Healthcare Support Intern

September 2025 - December 2025

Academic Research

Cerritos, CA

Conducted substantial research on patient satisfaction in imaging services alongside faculty mentorship. Delivered valuable data insights that influenced service delivery improvements.

- Collaborated with academic staff to assess and address patient communication impacts on caregiving experiences.
- Organized events educating patients about imaging procedures and fostering understanding of their importance.
- Participated actively in training sessions focused on regulations concerning patient safety and privacy, enhancing compliance knowledge.
- Developed accessible information materials that helped demystify MRI options and expectations for patients.
- Engaged regularly with healthcare personnel, gaining knowledge and best practices related to imaging technology implementation.
- Collected and analyzed survey data aimed at measuring and enhancing customer satisfaction within hospital imaging services.

LEADERSHIP & AWARDS

- Dean's List, Cerritos High School, 2024
- First Place, Health Sciences Competition, 2025

CERTIFICATIONS

- Basic Life Support (BLS) 📅 2026
- CPR Certification 📅 2026

PROFESSIONAL AFFILIATIONS

- Member, Health Sciences Club, Cerritos High School
- Volunteer, Local Community Health Fair, 2025

LANGUAGES

- English (Native)
- Spanish (Intermediate)

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST