**Jane Doe**

Joi2012@cumc.columbia.edu

610 West 130th Street, LI. 014 · New York, NY 10027 · (212) 853-3898

**EDUCATION**

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| **Montclair State University** | Bachelor of Arts, Psychology | May 1988 |

**EXPERIENCE** ­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Home Health Aide** –*The Veterans Affairs of Hard Knocks;* New York, NY April 2002 - Present

* Help patients with personal hygiene, dressing, bathing, and other daily tasks
* Perform basic health care services for patients, including checking vital signs or administering prescript
* Make transportation arrangements, as needed

**Administrative Assistant**– *New York Presbyterian*; New York, NY May 1988 – March 2002

* Managed the schedule for Assistant Dean of Internal Affairs
* Maintained front desk and answered phone calls
* Greeted and signed in visitors, guided them to appropriate location, and made them feel at home

**LEADERSHIP EXPERIENCE AND ACTIVITIES**

* Veterans Affairs Annual Clothing Drive
* Church Choir

**ADDITIONAL INFORMATION**

**Computer Skills:** MS Word, Excel, PowerPoint, Adobe Acrobat, Illustrator, Photoshop

**Languages:** Fluent in French

**Interests:** Classical guitar, chess, yoga