

## **Sample Functional Resume**

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**Jason K. Harrison**  
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### **SUMMARY OF QUALIFICATIONS**

Extensive and diverse health care experience in hospital settings. Possess a detailed knowledge of current regulatory standards, biomedical technology, and medico-legal considerations. Strong background in designing, implementing, and directing patient care programs. Experience with hospital information systems.

### **ADMINISTRATION**

- Administered all operations for in-patient and ambulatory patient care units
- Managed unusual incidents related to personnel functions and medical care
- Acted as liaison between medical and nursing staff
- Supervised two to four para-professionals
- Participated in auditing medical records for compliance with accreditation standards
- Administered in-service educational programs

### **RESEARCH**

- Collected data for research studies and protocols
- Incorporated findings into clinical applications
- Collaborated in development of clinical investigations

### **HEALTH CARE**

- Assessed, planned, implemented, and evaluated holistic care for diverse patient populations
- Designed, administered, and directed teaching programs
- Worked extensively with biomedical technology

### **EDUCATION**

Master of Health Services Administration, Cal State East Bay, Hayward, CA, 2007  
BS in Nursing, San Jose State University, San Jose, CA, 2005

### **EMPLOYMENT**

Kaiser Hospital, Santa Clara, CA, Nursing Administrator (2008 - Present)  
Valley Medical Center, San Jose, CA, Staff Nurse (2005 - 2008)

### **AFFILIATIONS**

Member, Health Service Administrators Consortium  
Associate, American College of Hospital Administrators Association