



Healthy Miner

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SUMMARY OF QUALIFICATIONS

- Over three years of related experience in physical health and wellness positions.
- Two years experience in wellness program planning, design, management and evaluation.
- Knowledge of nutrition, physical wellness, stress management and goal setting techniques.

EDUCATION

Master of Public Health

The University of Texas at El Paso (UTEP)

Thesis: “Determinants to Awareness, Treatment and Control of HIV/AIDS in Drug Users”

Anticipated: 05/20XX

GPA: 4.00/4.00

Bachelor of Science in Biology with a minor in Community Health

The University of Texas at El Paso (UTEP)

Awarded: 05/20XX

Overall GPA: 3.75/4.00 | Major GPA: 4.00/4.00

Honors & Activities:

Students for Public Health, Member (SPH), 08/20xx - 05/20xx

UTEP Academic Scholarship Recipient, 07/20xx

Dean's List: Fall 20xx, Spring 20xx, Fall 20xx

RELATED EXPERIENCE

Prevention Outreach Worker

El Paso Health Clinic

El Paso, TX

September 20XX – June 20XX

- Created targeted prevention initiatives for women at risk of HIV and Hepatitis C.
- Provided information about harm reduction strategies and distributed safe sex kits at community fairs.
- Hosted one-on-one health consultations for 20 women who tested positive for HIV to provide a monthly wellness plan and ensure a better quality of life.
- Assisted with the development of workshops, information sessions and support groups for HIV and Hepatitis C women and those at high risk in both English and Spanish.

Wellness Education Student

Centennial College

El Paso, TX

August 20XX – June 20XX

- Informed 100 students a week about the benefits of a smoke free lifestyle by developing an information booklet outlining resources to assist with smoking cessation.
- Offered coaching clinics during lunch time to assist students with personal development and school-work-life balance issues.
- Assembled a health awareness booth to help promote the program's various Wellness Fairs held every month.

Health and Fitness Assistant

Fitness Inc.

El Paso, TX

November 20XX – July 20XX

- Administered an average of 20 fitness evaluations, consultations and exercise programs a day.
- Instructed a variety of fitness classes (Core Strength, Yoga, and Circuit Training) three times a week.
- Increased program participants by 30% in 20XX using innovative marketing approaches and individual consultations.
- Promoted the center's activities by creating monthly newsletters that are distributed to local businesses.

SKILLS

- Fluent in oral Spanish
- CPR Certified, 20XX
- Extensive use of Canva
- Proficient in MS Word, MS Teams, MS PowerPoint

Accomplishment Statements

Accomplishment Statements are the statements in the experience section of your résumé that highlight your relevant skills, abilities, and/or contributions to an organization. Statements should include an action and a result listed with bullet points.

Start with a verb to emphasize a skill (result) then add how you accomplished the result (action).

It is important to tailor your statements to the job description and include measurable data as much as possible.

See examples of accomplishment statements in the “Experience Section” on page one.

Job Description

1. Read and analyze the job description
2. Identify the required skills listed for the job
3. Match your experiences to the skills listed in the job description

Measurable Data

**Quantify when possible using:
numbers, percentages, dollar amount(s), or
time frames**

Action Words

Verbs that strongly promote your skills and accomplishments

Critical Thinking/ Problem Solving

Analyze	Increase
Assess	Integrate
Compare	Measure
Determine	Organize
Devise	Research
Diagnose	Supervise
Evaluate	Synthesize
Execute	Verify

Communication (Oral/Written)

Address	Express
Author	Interpret
Share	Persuade
Convey	Present
Network	Promote
Demonstrate	Review
Draft	Speak
Edit	Write
Negotiate	Respond
Connect	

Teamwork/Collaboration

Assist	Organize
Brainstorm	Orient
Calculate	Plan
Collaborate	Process
Consolidate	Schedule
Construct	Supervise
Demonstrate	Support
Envision	Unite

Technology

Access	Implement
Analyze	Integrate
Calculate	Install
Coordinate	Launch
Deliver	Maintain
Design	Manage
Develop	Troubleshoot
Engineer	Organize
Program	

Leadership

Administer	Guide
Assess	Manage
Clarify	Mentor
Create	Motivate
Delegate	Oversee
Encourage	Recruit
Establish	Supervise
Facilitate	Train
Direct	

Professionalism/ Work Ethic

Achieve	Exceed
Act	Handle
Adapt	Improve
Evaluate	Implement
Deliver	Produce
Demonstrate	Reach
Drive	Simplify
Establish	Work

Career & Self-Development (Confidence/Advocacy)

Advise	Defend	Inform	Facilitate
Advocate	Diagnose	Master	Supported
Coach	Enhance	Negotiate	Guide
Communicate	Expand	Consult	Pursue

Equity and Inclusion

Celebrate	Engage	Empower
Communicate	Identify	Validate
Discuss	Interact	
Educate	Understand	