

Sample Résumé

JAN A. SANGER, LMT, NCTMB

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OBJECTIVE

To develop a professional, client-centered therapeutic massage career.

QUALIFICATIONS

- Education from COMTA accredited massage therapy school
- Effective and ethical delivery of massage therapy
- Proficiency in SOAP charting and documentation
- Knowledge of massage indications and contraindications
- Understanding of physiological developmental stages
- Current Red Cross certification in CPR and First Aid Safety

EXPERIENCE**SCHOOL OF NATURAL THERAPEUTICS, City, State**

Student – September 2009 to July 2011

- 750 hours classroom/coursework
- 250 hours clinical practice in student clinic

MUTUAL INSURANCE COMPANY, City, State

Commercial Policy Processing Technician – March 2007 to December 2009

- Reviewed and prepared commercial policies and set up yearly renewal files
- Coordinated underwriting information & processed new business applications

LIFE INSURANCE COMPANY OF AMERICA, City, State

Sales Support Representative – April 2005 to March 2007

- Prepared underwriting data (financial and medical).
- Ordered medical exams, blood tests, and physician statements.
- Supported brokers with product information, customer feedback, and new business leads.
- *Selected for special assignment:* Designed office personnel grid for use in field offices

Customer Service Billing Representative – January 2004 to April 2005

- Maintained accounts and premium payment records
- Processed reconciliation of client accounts and responded to client requests.
- Served as backup supervisor within work region.
- *Selected for special assignment:* Managed biweekly schedule for flextime employees

EDUCATION/CREDENTIALS

- Licensed Massage Therapist (LMT), state of _____
- Nationally Certified in Therapeutic Massage & Bodywork (NCTMB), 2011
- Therapeutic Massage Certificate, School of Natural Therapeutics, City, State, 1,000 hour Massage Therapy Program, July 2011
- B.A. in Business Administration/Marketing, State College, City, State, 2004

AWARDS AND AFFILIATIONS

- Professional Member, American Massage Therapy Association (AMTA)
- Chapter Member, AMTA State Chapter
- Co-coordinator of chair massage booth at Paws for a Cause, August 2010
- Awarded 1995 “Support Rep of the Year” based on increased territory sales