

## Quality Coordinator

### Resume Template

- Personal:** Name  
Address  
Telephone- daytime  
Fax # Email Address
- Education:** Month and year / Academic degree or professional degree and professional credential /  
From which college or university  
Major field of study  
(Repeat this section for each academic degree and professional credential.)
- Professional Registration:** List all professional registration/licenses and or certifications.  
Include the state and number.
- Professional Experience:** Month/Year to present: include place, address and your title.  
Brief summary of position duties/ responsibilities (Example: Diabetes Quality Coordinator- Oversees day to day operations, including planning, implementing and evaluating of DSMES service).
- Month/Year to Month/Year: begin with the most recent positions held and list all.  
Include the place, address, title.  
Brief summary of position duties/responsibilities (Example: Director of clinical Nutrition Services- Responsible for developing policies and procedures related to nutrition assessment, treatment and education of patients, staff supervision.).
- Membership:** Include all professional membership and academic memberships.
- Personal:** Include any personal information that will show your professional, leadership, and or any quality that describes you. Include awards, internships, leadership roles that you have had in the past.
- References:** Upon request

Revised per the 2017 NSDSMES 9/2017