



Charlie Burnett

Physician Assistant

📞 (608) 555-1234 ✉ charlie.burnett@email.com

🌐 linkedin.com/in/charlieburnett 📍 1234 Maple Street, Madison, WI 53703

STRENGTHS

- 🗨 **Effective Communication**
Built strong rapport with patients and colleagues, making interactions seamless and productive. Ensured understanding across diverse populations.
- 👤 **Patient-Centered Care**
Prioritized patient comfort and concerns while guiding them through treatment processes, resulting in lasting trust and satisfaction.
- 👥 **Team Collaboration**
Worked collaboratively with healthcare teams, which enhanced both workflow efficiency and patient care standards significantly.
- 🔄 **Clinical Adaptability**
Adjusted quickly to new patient needs or unexpected changes, demonstrating flexibility and assurance throughout clinical transitions.
- 📖 **Continuous Learning**
Regularly engaged in training sessions and new clinical research, eager to bring the best practices into the care routine.

SKILLS

Patient Care Clinical Assessment

Electronic Medical Records

Team Collaboration

Patient Education

LANGUAGES

English Native

Spanish Intermediate

SUMMARY

Dedicated Physician Assistant with over two years in family practice settings. Skilled in managing high patient volumes efficiently while ensuring quality care and satisfaction. Capable of effectively collaborating with multidisciplinary healthcare teams, enhancing overall patient outcomes. Known for continuous learning and adaptation to evolving healthcare environments. Eager to contribute strong clinical acumen and commitment to excellent patient care at Black Women's Health Center. Proven ability to handle multiple responsibilities in fast-paced settings while maintaining high standards of care.

EXPERIENCE

Physician Assistant Intern

University Research Lab 📅 June 2025 - Present 📍 Madison, WI

Supportive role within a dynamic healthcare team during clinical rotations focusing on family medicine, accommodating high volumes of patients. Directly involved in patient assessment and care delivery while upholding best practices in medical documentation.

- Collaborated with healthcare professionals to provide direct patient care during shifts focused on family medicine.
- Managed patient encounters, averaging over twenty patients each shift, ensuring adherence to high treatment protocols.
- Assisted in evaluations of patient histories and physical examinations to form effective care plans based on individual needs.
- Participated in creating health education programs targeted at underserved communities, promoting ongoing health awareness.
- Accurately documented precise patient interactions and care plans within electronic medical records systems.
- Engaged in continuous professional development through workshops and seminars aimed at enhancing clinical effectiveness.

Clinical Assistant

Health & Wellness Center 📅 January 2025 - May 2025 📍 Green Bay, WI

Provided essential support in a bustling family practice setting, working closely with diverse clinical staff. Played a key role in fostering smooth workflows that contributed to improved patient experiences and operational efficiencies.

- Supported clinical staff by delivering comprehensive care to various patient demographics.
- Conducted preliminary assessments and collected vital signs to streamline clinic operations during high-volume periods.
- Assisted in documentation and patient follow-up processes, heightening patient satisfaction and consistency of care.
- Cultivated communication skills through frequent interaction with patients and addressing their queries regarding treatments.
- Helped facilitate patient referrals and subsequent appointments, ensuring timely access to necessary services.
- Contributed constructively in team meetings to refine strategies for patient care and enhance operational efficiency.

LEADERSHIP & AWARDS

- Dean's List, University of Wisconsin-Madison - 2024, 2025
- Recipient of the Student Leadership Award for contributions to the Physician Assistant Student Association - 2025

MY CAREER



- Physician Assistant Intern at University Research Lab (1.1 Years)
- Clinical Assistant at Health & Wellness Center (4 Months)

EDUCATION

Bachelor of Science in Physician Assistant Studies
University of Wisconsin-Madison 🎓 GPA: 3.8 📅 2026 📍 Madison, WI
***Coursework:** Patient Assessment, Medical Ethics, Healthcare Communication, Clinical Protocols*

CERTIFICATIONS

- National Commission on Certification of Physician Assistants (NCCPA) 📅 2026
- Basic Life Support (BLS) 📅 2026

TECHNICAL SKILLS

- **Healthcare Management Systems:** Epic, Cerner, Allscripts
- **Communication Tools:** Slack, Microsoft Teams, Zoom
- **Patient Care Technologies:** Telehealth Platforms, Monitoring Devices, EMR Software
- **Assessment Tools:** Universal Precautions, Symptom Checklists, Patient Questionnaires
- **Clinical Protocols:** SOAP Notes, HIPAA Guidelines, Evidence-Based Practices
- **Educational Resources:** Handouts, Workshops, Online Modules
- **Regulatory Standards:** Joint Commission Standards, OSHA Regulations, State Licensing Requirements
- **Interdepartmental Collaboration:** Interdisciplinary Meetings, Case Conferences, Care Pathway Planning
- **Documentation Techniques:** Paper Records, Digital Notation, Chart Audits
- **Patient Safety Best Practices:** Fall Prevention Strategies, Infection Control Methods, Emergency Protocols

PROFESSIONAL AFFILIATIONS

- Member, Physician Assistant Student Association - 2023 – Present
- Volunteer, Community Health Fair - 2024

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST