

With our help, Gurveer Chhokar got his dream job and blossomed in his career.

»»» Here's what he had to say about our work:



Gurveer Chhokar · 2nd

Director of Cardiopulmonary and Imaging services. Healthcare reliability organization - certified instructor. LEAN certified. promoting AIDET TO IMPROVE HCAPS Scores & employee engagement. Gurveer was Fatima's client

Fatima is absolutely wonderful and a genius resume writer. Resume preparation done by her got me 2 diff jobs, and many other interviews, in a very tight competitive environment. Thank you so much for helping me get where I am today. One of the interviewers said that "in 40 years, this is the best resume and full packet he's ever seen."

Gurveer's backstory:

He was targeting Respiratory Therapy Manager roles but was having no luck. There were several problems with his resume. It followed a dated format with no relevant experience or accomplishments highlighted at all. Overall, Gurveer's resume painted a very dull picture.

In addition to using an ATS-friendly format, we:

- 1** Created a strong first impact with an optimized top section (visual center). Highlighted key achievements and expertise.
- 2** Emphasized relevant experiences and accomplishments. Strategically divided experiences into two sections.
- 3** Used key metrics with strong action verbs in CAR (Challenge-Action-Result)-based bullets with results-first approach.

Where is he now?

Gurveer secured multiple interviews and landed a job as a Manager, Pulmonary Services at San Antonio Regional Hospital.

He currently serves as the Director of Cardio-Pulmonary and Imaging Services at San Gabriel Valley Medical Center. Happy with our services, Gurveer referred his friends our way as well.

Warning: The following pages have been saved as images in order to protect Gurveer's work as well as our work from being copied and indexed. As a result, uploading this exact file into an Applicant Tracking System will not work. If you are interested in hiring him, please email us at contact@careertuners.com.

Here's the resume we made for him:

GURVEER SINGH

818-648-3209 | professionalemil@address.com | CA 92336 | [LinkedIn](#)

I ensure quality healthcare by leading novel respiratory care management programs and by nurturing cost-effective business operations.

Respiratory System Ailments | Treatment Planning | Program Development | Healthcare Compliance | CA RCP | ACLS | PALS | BLS

- **Implements advanced respiratory programs:** Laid foundation for a 9-member respiratory therapy department with \$1.5M equipment budget. Developed complete functional policies and procedures in only 3 months.
- **Introduces strategic operational improvements:** Drastically reduced workforce to only 9 employees while boosting operational efficiency by 35%. Rejuvenated outdated operating procedures with cutting-edge software.
- **Ensures consistency with practice standards:** Nurtured and prepared a team of 9 staff members and therapists by conducting week-long orientation trainings, providing a step-by-step guide for onsite assistance, and managing balanced work schedules.
- **Key Areas of Expertise:** ER, Trauma, ICU, Mechanical Ventilation Management, Rapid Response Team Responder, ABG Sampling Analysis, Pulmonary Lab, ABG Machine Maintenance, Performing PFT's, External Cardiac Massage, and Artificial Respiration.

PROFESSIONAL EXPERIENCE

Manager, Respiratory Therapy at Northridge Hospital Medical Centre

2/10 – Present

Directed staff of more than 100 therapists, assistants, and physicians. Expertly handled emergencies, like 10+ traumas in a single day. Contributed ~10,000 hours in pulmonary and 100+ hours in cardiology lab settings.

- **Promotion Track:** Staff Therapist (YY – YY), Pulmonary Lab Assistant (YY – YY), and Management Lead (YY – YY).
- Boosted operational efficiency by 15% while reducing treatment delays to almost 0% for a 120-member department by promoting direct communication, securing staff support, and providing consistent equipment supply.
- Reduced patient incident rate from 50% to record 20% by personally responding to queries, introducing improved treatment protocols, and assisting staff in following new policies without overburdening schedules.
- Received exceptional performance reviews with 2 "Employee of the Month" awards for facilitating superior work culture, significantly reducing patient complaints, and augmenting key team satisfaction metrics.

Paramedic at PRN Ambulance

1/11 – 2/12

Transported critically ill patients for a leading patient logistics services provider, PRN Ambulance, across Southern California. Reduced operational cost by 50% by assisting critical nurse category for independent emergency response; trained a team of 20 across 3 groups including nurses, critical nurses, and therapists in rapid patient management techniques.

Respiratory Therapy Supervisor at Westlake Healthcare Centre

01/08 – 11/09

Set up a state-of-the-art respiratory therapy facility from scratch in only 6 months; defined operational policies and procedures; managed a \$160,000 employee budget.

- Secured joint commission approval for brand-new facility in first attempt by following standard industry protocols and by clearly defining operational domains and roles; also received approval from Medicaid after intensive facility survey.
- Guaranteed exceptional patient experience by promptly resolving client concerns, maintaining strict accountability for therapists and staff, and investing in best quality equipment, especially ventilators and other breathing machines.
- Facilitated on-time therapy sessions for daily patient influx by collaborating with 3rd party equipment vendors, identifying individual case demands, and preparing facility with basic respiratory care supplies.

Staff Therapist at Encino Hospital Medical Centre

10/05 – 1/10

Provided respiratory therapy support and expertise across critical patient care departments including ER and ICU at a 300+ physician, non-profit prime healthcare facility.

- Achieved 100% skill utilization in advanced respiratory equipment and procedures by understanding patient recovery and response mechanisms and by implementing effective therapeutic processes.

OTHER MANAGEMENT EXPERIENCE

Manager at Shoker Trading

11/12 – Present

Led a team of 34 across 7 different work stations; oversaw employee staffing, payroll, and regulatory compliance and licenses.

- **Business Process Improvement:** Decreased overtime by 40% by cross-training employees across multiple departments, prioritizing task allocation, and quickly managing shift backups in case of unexpected absences.
- **Client Relationship Management:** Promoted a 100% customer-centric work environment by personally training new hires, cross-screening team members, and including a detailed client management component in annual performance reviews.

Job Title at Company Name

MM/YY – MM/YY

Revamped manual business operations; systemized hiring, payroll, and scheduling; improved employee turnaround by 35%.

- **Performance Optimization:** Slashed delivery time from 15 days to record 9 days with \$280K in annual saving by automating workflow, introducing barcodes for quick tracking, and upgrading to new software tools for improved performance.
- **Regulatory Compliance:** Assured 4 successful audits in 4 consecutive years by maintaining compliance with ISO 9001 and ISO 9002 standards, ensuring every process was up to code, and updating employee certifications.

EDUCATION

Respiratory Care Therapy, Concorde Career College, North Hollywood

Bachelor of Science, California State University, Northridge

And here's the resume he was using before he worked with us...



Gurveer Chhokar

16209 Los Coyotes Street | Fontana, CA 92336 | 818-648-3209

Objective

Seeking a position as Board Certified Respiratory Therapist in a Hospital setting, where I can utilize my extensive work experience in trauma setting and pulmonary lab to provide exceptional patient care, while advancing and improving my performance in Respiratory care.

Qualifications

- 10 years of critical care experience as Respiratory Therapist
- Receives and documents the order for respiratory equipment and services from the customer service, patient / client, caregiver, physician and family member
- Demonstrated knowledge and skill in all theories and practices included in the field of respiratory therapy
- A working knowledge of diagnosis, path physiology and management of pulmonary disease
- Ability to communicate effectively with physicians, nurses and other Respiratory Therapy staff and to listen perceptively to instructions or information.

Medical Experience

Northridge Hospital Medical Center

February 2010 – Present

ER, Trauma, ICU, mechanical ventilation management, Rapid Response team Responder, ABG Sampling analysis, Pulmonary Lab, ABG machines maintenance, Performing PFT's, Performed external cardiac massage and artificial respiration on a regular basis

Encino Hospital Medical Center

October 2005 – January 2010

ER, ICU, mechanical ventilation management, Rapid Response team Responder, ABG Sampling analysis, Pulmonary Lab, ABG machines maintenance

PRN Ambulance

January 2011 – February 2012

Mechanical ventilation management and transportation of critically ill patients

Licenses

CA RCP License

ACLS, PALS and BLS

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