

Presented by the NCRA Mentoring Committee

# Selling Yourself Through Your Resume

*What You Need to Know in General*

What You Need to Know as a Cancer Registrar Specifically!



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CoC  
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## Agenda

- Knowing the tools
- Knowing the rules
- Knowing yourself
- Knowing the job you want
- Knowing your audience/potential employer
- Knowing the job for which they are hiring

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## What is the *Right Tool* for The Job

- What is a resume?

A resume is a written compilation of your education, work experience, credentials, and accomplishments that is used to apply for jobs. The goal is to make an applicant stand out from the rest of the competition. Chronological, functional, a combination or targeted resume.

- What is a C.V.?

A curriculum vitae provides a summary of one's experience and skills. Typically used by people in academia and medicine. Include information on one's academic background, including formal teaching experiences, degrees, research awards, publications, and other achievements.

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## Resume

- Functional Resume: Focuses on your skills and experience.
- Chronological: Starts by listing your work history with the most recent position.
- Combination: Lists skill and experience first and employment history next.
- Target Resume: Customized so that it specifically highlights the experience and skills you have that are relevant to the job for which you are applying.

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## Resume Contents

- Heading
- Objective
- Education: Degree, Institution
- Experience
- Activities, honors
- Skills
- Certifications/licensures
- References
- Interests

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## Curriculum Vitae (CV)

- Chronological order
- Full record of your career history
- Education
- Areas of academic interests
- Publications and Presentations
- Scholarly or Professional Memberships
- References

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### Market Yourself With A Professional Bio

A professional biography is a summary of who you are as an employee, business person, or professional. Presenting yourself in the best possible and most interesting light, in thirty seconds.

- YOU are the product
- Establish Top of the Mind Awareness (TOMA)
- Expand on critical personality traits
- Emphasize your achievements

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### When/How To Use A Bio

- What “About” you?
- Public speaking
- Publications
- Job search

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### Rules

- Proper spelling and grammar
- Qualifications - Relevancy
- Be specific
- Be honest
- Red Flags

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## Social Media Red Flags



- Inappropriate photos or information
- Posted information about use of drugs or alcohol
- Negative statements about former employers
- Derogatory comments
- Dishonest about qualifications and/or competencies
- Portrayed poor communications skills

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## Interview Red Flags



- Candidate does not seem to know what the job is all about.
- Candidate does not give clear straight answers.
- Candidate does not follow through on little things.
- Arrogance
- Treats other different that they treat the interviewer.
- They are not aligned with organizational values and culture.
- Refusing to change outdated, inefficient habits
- Chronic disorganization
- Excessive calls, e-mail, and social media communications

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## Cancer Registry Specific

*Is your resume honest?*

- Did you fabricate experiences?
- Substitute a more favorable job title?
- Exaggerate accomplishments or job duties?
- Overstate skills levels?
- Do you use creative wording to embellish your experience?

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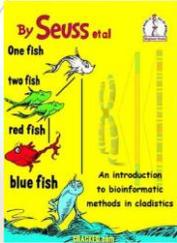
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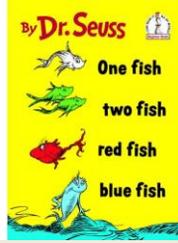
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## Really?



Case ascertainment  
Clinical outcomes surveillance  
Research Assistant  
Oncology Informatics Manager



Casefinding  
Follow-up  
Support staff- data collection  
Cancer Registry Manager

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## What is a Cancer Registrar?

According to the National Cancer Registrars Association (NCRA), "cancer registrars capture a complete summary of the history, diagnosis, treatment, and disease status for every cancer patient. A Registrars work leads to better information that is used in the management of cancer, and ultimately, cures."

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## Embellished

A cancer registrars work goes far beyond simply collecting cancer data. In order to accomplish the goal of preventing and controlling cancer, they also work closely with physicians, administrators, researchers, and health care planners to provide support for cancer program development, ensure compliance of reporting standards, and serve as a valuable resource for cancer information.

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## Knowledgeable Employers Know

That “CTR” is a credential, not a job, job descriptions, role or responsibility.

The CTR credentialing exam is not a test for competency of skills.

Do not bother to go back further than 10 years when looking at experience. This field has drastically changed over the last 5 year and longevity does not necessarily equal competency.

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## Cancer Registrar- How are YOU Unique?

- A CTR that has only worked in a State reporting registry may not readily adapt to a CoC reporting registry.
- A CTR that has worked only in a State Central Registry will have limited knowledge and/or experience of the internal operations of a hospital or CoC reporting requirements and responsibilities.
- A CTR that has only worked in a hospital registry will have limited knowledge of State Central Registry functions such as case-consolidation or death clearance, NAACCR Standards. (National Association of Central Cancer Registrars Assoc.)
- A CTR that has only done management within the last year will not be an accurate and fast case-finder or abstractor.

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## Example Bio

Suzie Register, CTR  
Title: Cancer Registry Consultant  
Credentials/Certification: CTR  
Education: BS Health Information Management, NCSU University, Arlington, VA  
Availability: FT 40 hours  
Work Site: Remote / Onsite  
Experience: 10+ years  
Cancer Registry Software: CHEAT, Meting, ERG, Oncology  
EMR and other Systems: Cerner, Epic, Meditech, HPI, Mosaic  
Employment: 2004 -2015 Contract Registry Vendor



Facilities: 36 State and CoC approved programs in Virginia, Maryland, Pennsylvania and West Virginia.

Suzie has over 10 years experience working in Cancer Registry contract consulting roles encompassing over 20 CoC and 16 state reporting facilities in both adult/pediatric populations. She currently manages a team of 40 CTR's covering an annual case load of 20,000 in 36 cancer programs. In her position she has accomplished 11 CoC surveys, 7 NABIC surveys, 4 QOP projects, Abstracting Backlog and successful undercovered programs.

- Provide overall supervision of a staff of forty-five people who manage thirty-six cancer programs
- Assist cancer committees with cancer program management and survey process
- Develop and implement division policies and procedures
- Abstracting as needed
- Accountable for the management and availability of staff resources and for establishing relationships with both staff and customers in how service is provided
- Ensure that technology and management systems are being used effectively and efficiently in the delivery of services
- Coordinate and perform abstracting activities related to the Quality Oncology Practice Initiative (QOPI) for clients
- Provide data and assistance to cancer programs for the National Accreditation Program for Breast Centers (NABIC)
- Provide data to cancer programs for the National Quality Measures for Breast Centers (NQIBC)
- Coach and mentor staff on performance issues and identify training opportunities
- Meet with employees on a regular basis to share and discuss project status, employee issues and any other work related matters
- Review department productivity dashboards on a monthly basis to ensure efficiency and cost effectiveness
- Assist in the development of quality improvement tools to ensure abstracting quality at client facilities

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