

Florence Nightingale

2481 Barbary Lane
San Francisco, CA 99999

FlorenceNightingale@domainname.com ▪ 555/ 555-5555

REGISTERED NURSE ▪ NURSE MANAGER

Highly-qualified healthcare professional with five years of experience as Medical Surgical Nurse. Exceptional bedside manner and meticulous attention to detail. Natural leader and mentor. Committed to highest ethical standards of profession and adherence to policies and procedures. Exceptional collaborator with proven problem-solving and critical thinking skills. Capable of implementing solutions to complex problems. Adaptable, flexible, and resourceful nursing professional. State of California Board of Registered Nursing: **License number xxxxx**.

Core competencies include:

- Patient Advocacy
 - Medical Surgical Care
 - Charting & Documentation
 - Patient Assessment & Evaluation
 - Health Education
 - HIPAA Compliance
 - Training/Orientation
 - Medication Storage & Dispensation
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PROFESSIONAL SUMMARY

- Attentive nursing professional with natural ability to put the patient at ease and deliver care that meets the highest standards.
 - Committed to patient advocacy and education. Comprehensive understanding of patient care plan development.
 - Proven ability to translate complex medical concepts and language to ensure understanding by patient and family.
 - Impeccable documentation. Proven ability to produce thorough and precise records of patients' progression in treatment.
 - Solid work ethic. Punctual, reliable, flexible team member. Effective communicator. Experience working with culturally diverse staff and patient populations.
 - **Technology:** Word, Excel, PowerPoint, Internet research, Mac and PC platforms.
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EDUCATION & CERTIFICATIONS

Master of Science —Clinical Nurse Leader **2010**
University of San Francisco

Associate of Science—Registered Nursing **2000**
That College—San Antonio, TX

Basic Life Support (March 2011)

HONORS & ACHIEVEMENTS

- ❖ Sigma Theta Tau International Honor Society of Nursing
- ❖ Selected to train new employees to the Medical Surgical Nursing Unit at Medical Center. Facilitate and assist in Medical Surgical Education classes.
- ❖ Relief after-hours Nursing House Supervisor at Medical Center. Serve as charge nurse when assigned.

NURSING EXPERIENCE

Registered Nurse

2005 – Present

Fictional Hospital

Provide exceptional care to five patients on a medical surgical unit. Assess and evaluate patient status and notify physicians of clinical changes. Implement care plans. Educate patients and family members on healthcare needs. Develop rapport and maintain professional relationships with patients, family members, physicians, and other staff. Delegate tasks to licensed vocational nurses (LVNs). Prepare reports for shift change and review shift change reports when taking over for previous nursing professionals. Serve as relief nurse and charge nurse when assigned. As relief Nursing House Supervisor, facilitate bed control by monitoring movement of patient through admissions, transfers, and discharges.

Medical Assistant/Billing Specialist

2003 – 2004

Dr. Derek Shepherd

Translated physicians' orders and medical billing information to non-English speaking Vietnamese clients. Assumed clinical duties, including giving injections, checking vital signs, and preparation of patient to see doctor. Completed data entry and billing tasks utilizing ICD-9 codes. Updated electronic patient files and archived hard copies.

ADDITIONAL EXPERIENCE

Executive Assistant/Office Manager

2004 – 2005

Michael Brady Architecture

Managed overall operations of architecture firm. Managed human resources function. Prepared correspondence. Coordinated payroll. Managed accounts receivable and payables. Researched, coordinated, and scheduled business travel. Provided administrative support to six architects. Served as Executive Assistant to the firm's principal. Handled sensitive information and confidential matters. Coordinated events.

Personal Assistant

1998 – 2004

T P T Interior Design

Interior design of San Francisco Center Showrooms. Provided residential design solutions. Designed floral arrangements for weddings and private clients. Planned and executed events, including weddings. Managed personal and business accounts
