

SAMPLE RESUME

Address Phone e-mail

Clinical Operations Quality Improvement ~ Care Coordination & Therapeutic Knowledge ~ Safety & Regulatory Compliance

QUALIFICATIONS PROFILE

Highly motivated, patient-focused, and dedicated health care professional, offering valuable experience and career chronicled in a wide-variety of medical settings and specialties. Display in-depth knowledge of nursing profession's values, theories, and practices, as well as in implementing standard procedures to effect dramatic improvements in medical center operations' efficiency, productivity, and processes. Well-versed in building long-term quality relationships and fostering mutual respect to all patients, staff, and other health care professionals. Known for keen eye for detail and extreme capability to multitask in fiercely competitive, challenging, and fast-paced environment.

EDUCATION & CREDENTIALS

BACHELOR OF SCIENCE IN NURSING (ONLINE)

- Chamberlain University (affiliated with DeVry University): Expected Graduation -Oct 2011

ASSOCIATE OF SCIENCE IN NURSING (PROFESSIONAL REGISTERED NURSE)

- Trocaire College, Buffalo, NY: 1998

CPR Certification: Expiration -Dec 2010

EMPLOYMENT HISTORY

HEALTH CARE ASSESSMENT AND TREATMENT PLANS

- ◆ Performed physical examinations, made tentative diagnoses, treated patients, and communicated test results to patients; demonstrated excellent triage assessment skills
- ◆ Offered a special caring environment for patients in medical-surgical, pediatric, geriatric, ER, orthopedic and ob/gynecology, and other work settings
- ◆ Provided treatment plans for patients from initial diagnosis and evaluation in ER, to transfer of patients to appropriate facilities
- ◆ Played a key role in observing patients; charting and reporting changes in patients' conditions, such as adverse reactions to medication or treatment; and taking necessary actions
- ◆ Accurately maintained the flow of computerized and manual health care records through in-depth knowledge of various computer functions and SORIAN software

SUPERVISION, LEADERSHIP, AND TEAM BUILDING

- ◆ Direct and coordinate the daily activities of a group of nursing units during a specific shift in order to assure optimum patient care in adherence to organizational goals and objectives
- ◆ Determined staffing requirements and oversaw personnel process, such as conducting performance evaluations, counseling, and administering disciplinary action
- ◆ Trained facility staff to develop their competencies and to provide the health care facility a continuing supply of efficient, experienced personnel
- ◆ Mentored facility staff, prepared work schedules, and delegated specific duties and priorities to provide professional care to patients
- ◆ Compiled and maintained accurate records of daily staffing to ensure compliance with hospital and regulatory guidelines and requirements
- ◆ Promoted a positive working environment to develop high team morale and maximize staff performance level

OUTSTANDING PATIENTS RELATIONS

- ◆ Fostered a safe, nurturing, laughter-filled, and loving environment to motivate and inspire patients
- ◆ Regularly communicated and assessed the needs of patients; positively and responsibly resolved conflicts
- ◆ Improved health and enhanced patients' quality of life by promoting a positive attitude among patients on their treatment programs
- ◆ Received numerous kudos and thank you letters from the upper management for providing superior patient care

EMPLOYMENT HISTORY

SOUTH BUFFALO MERCY HOSPITAL ■ BUFFALO, NY (1999-2009)

CHARGE NURSE-MED / SURG

1999-2007

CHARGE NURSE-AMBULATORY SURGERY UNIT

2007-2009

ORCHARD PARK HEALTH CARE CENTER ■ ORCHARD PARK, NY

CHARGE NURSE

1998-1999