
SAMPLE RESUME

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QUALIFICATIONS PROFILE

Highly talented and accomplished Registered Nurse with more than 13 years of nursing experience in wide variety of medical settings and specialties. Background includes work in Medical and Surgical, Critical Care, Mental Health, and many others. Multiple certifications and licenses. Highly familiar with Ambulatory, Home Health, Outcome Base Healthcare Research and Policy, and regulatory issues related to healthcare. Consistently recognized for dedication to patient care and professional education. Frequently involved in training of nurses, as well as instructing classes at the college level. Adept at working with physicians on diagnoses and medical treatment options. Proficient at assessment and continuing care that leads to desired outcome. Extremely effective in stressful situations. Demonstrate substantive expertise on aspect of prevention and management of chronic conditions as it applied to human responses.

AREAS OF EXPERTISE

- ✓ Health Care Administration
- ✓ Outstanding Patient Relations
- ✓ Regulatory Compliance
- ✓ Grant Writing / Discharge Planning
- ✓ Excellent Problem Solving and Decision Making
- ✓ Leadership, Training, and Teambuilding
- ✓ Articulate Oral and Written Communication
- ✓ Extensive Patient Care and Treatment Plans
- ✓ Project Management and Development
- ✓ Curriculum Development
- ✓ Superior Interpersonal / Presentation Skills
- ✓ Self-Motivated and Enthusiastic
- ✓ Highly Organized and Strong Analytical Abilities
- ✓ Able to Multi-task in Fast-paced Environments

EMPLOYMENT HISTORY

STAFF NURSE

2006–PRESENT

LIBERTY HOSPITAL ■ LIBERTY, MO

- ◆ Proactively administer nursing care to ill, injured, convalescent, or disabled patients in Telemetry units
- ◆ Consult and coordinate with health care team members to assess, plan, implement and evaluate patient care plans and related therapeutic procedures

ADMINISTRATOR

2001–2006

ELITE HEALTH CARE SERVICES ■ KANSAS CITY

- ◆ Carried out daily clinical operations of the agency which includes planning, organizing, developing, and directing the management and administration of the agency in accordance with federal, state, and local regulation, standards, and guidelines as well as agency policies and procedures
- ◆ Spearheaded in achieving the mission of the home health agency; primarily held responsible for monitoring staffing, productivity, and third party payor issues
- ◆ Determined staffing requirements: interviewed, hired, and trained clinical staff to agency policies and procedures

ASSISTANT PROFESSOR OF NURSING

1998–2001

KANSAS CITY KANSAS COMMUNITY COLLEGE ■ KANSAS CITY, KS

- ◆ Prepared and delivered lectures to RN students both didactic and clinical skills at the college level in areas such as Medical and Surgical, Critical Care, and Mental Health
 - Actively participated in curriculum development using the State Board guidelines
 - Utilized case studies, research, and textbooks in developing presentations

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STAFF NURSE

1998–2001

KANSAS UNIVERSITY MEDICAL CENTER ■ KANSAS CITY, KS

- ♦ Assessed critically ill patient health problems and needs, developed and implemented nursing care plans across health care continuum including discharge planning
- ♦ Observed patients during treatment to compile and evaluated data on patients' responses and progress

HOSPITAL NURSE MANAGER, CHARGE NURSE, STAFF NURSE

1996–1999

HEALTH MIDWEST ■ GREATER KANSAS CITY, MO

- ♦ Worked collaboratively with all stakeholders to provide quality care
- ♦ Built a committee to conceptualized ideas in reducing infection, length of stay, and associated costs

CASE MANAGER

1995–1996

WOODSON CHILDREN'S PSYCHIATRIC HOSPITAL ■ ST. JOSEPH, MO

- ♦ Coordinated health needs and linked patients with community resources
- ♦ Provided extensive care to patients in an acute care mental health facility

EDUCATION

2000

MASTER OF SCIENCE IN NURSING ADMINISTRATION

Post Master Certification in Outcome Research

■ University of Kansas, Lawrence, KS

1994

BACHELOR OF SCIENCE IN NURSING

■ Missouri Western State College, Saint Joseph, MO

CERTIFICATION & LICENSURES

Registered Nurse in Missouri and Kansas

Advanced Cardiac Life Support, Basic Life Support, and Telemetry

PROFESSIONAL AFFILIATION

MONA, Bioethics, and Red Cross Volunteer