



Jane Doe

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Anywhere, USA 55512
(555)555-1212
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Skills:

- Registered nurse highly skilled in all aspects surgical circulations, scrub and instrumentation including perioperative, ambulatory, medical/surgical and orthopedic surgery
- Comprehensive knowledge of therapeutic interventions and collaborative treatment processes
- Capable in hospital environment, current have completed over 4,000 hours of comprehensive RN experience
- Strong ability to communicate efficiently in order to obtain optimal patient outcomes, in addition to swift critical thinking during emergency situations.

Education & Certifications:

Anytown College of Health Sciences, Anywhere, USA

Bachelor of Science Degree, Nursing GPA 3.45 2007

Outstanding Student Award

Associate of Science Degree, Nursing 2005

Representative Coursework: BSN Professional Role I &II, Information Resources in Health Organizations, Community Health Nursing, issues and Trends in Nursing, Health Assessment, Introduction to Research

Basic Life Support Certificate & Advanced Cardiac Life Support Certificate

Professional Experience:

Surgical Staff Nurse 5/2000 - Present

All Saints Medical Center, Somewhere, USA

Level II trauma center with 917 beds and 16 operating room suites. Specialized as orthopedic surgical nurse. Accountable for circulation and scrubbing for orthopedic team, including acting as advocate for patients under anesthesia and ensuring principles of aseptic techniques are adhered to. Perform as preceptor for new staff with responsibility for orientation to preferred routine and procedural style surgeons. Demonstrate excellent abilities for assessment, critical thinking and multi-tasking.

Administrative Assistant 8/1998 – 8/2000

Anytown College of Health Sciences, Anywhere, USA

Assisted Chief Business Officer in administrative tasks. Performed filing of financial records. Conducted data entry in Excel and Outlook. Coordinated mass mailings, including preparing documents for mailing and organizing according to postal regulations. Assisted students with email programs, including providing instructions and technical troubleshooting.

Telemetry Certified Nursing Assistant

8/1996 – 10/1998

Your Town Medical Center, Your Town, USA

Level II trauma center with 373 beds and 4,000 employees. Served in telemetry unit with 25 beds. Assisted nurses with all aspects of care for post-open heart surgery and cardiac arrest patients. Assisted patients with daily living activities, feedings and range of motion and ambulation. Collected lab specimens. Obtained/recorded vital signs.

Certified Nursing Assistant

6/1993 – 8/1996

Their Town Medical Center, Their Town, USA

Served on hospital float team for small, private facility. Developed experience in Cardiac, medical/surgical and orthopedic and CVA rehabilitation. Assisted nurses with comprehensive aspects of patient care, including coordinating administration of food and medication. Ensured patient maintenance of range of motion and assisted with ambulation. Attained and recorded vital signs. Reported abnormal finding to charge nurse.

Additional Experience:

Volunteer coordinator for local American Cancer Society Annual 5k Run/Walk

Community Health Education Program Presenter

Practitioner Volunteer Coordinator for Fall Children's Health Fair

Coordinate Community Flu Shot Clinic for past 3 years

Hospice House Respite Care Volunteer