



John Doe

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SUMMARY STATEMENT

Significant volunteer experience in healthcare and client oriented settings. Caring and hard working individual with excellent communication, customer service and computer skills. Able to interact well with others including patients, professionals and customers. Currently enrolled in the nursing program at Henry Ford Community College with expected graduation in May 2009.

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EDUCATION

CURRENT GPA: 3.58

HENRY FORD COMMUNITY COLLEGE, Dearborn, MI
Completed pre-nursing as of December 2006, enrolled in the Nursing Program since Aug. 2007. Expected date of graduation May 2009.

June 2006-Present.

WAYNE STATE UNIVERSITY, Detroit, MI
Completed two years of pre-requisites for pre-medical.

Aug. 2004- May 2006.

CLINICAL ROTATIONS

- Providence Hospital Southfield: Intermediate ICU (1 Semester)
- Botsford Hospital Farmington Hills: Medical Surgical (2 Semesters)
- Oakwood Heritage, Taylor: Psychiatric (1 Semester)
- Children's Hospital: Pediatrics (starting Feb. 2009)
- Oakwood Main, Dearborn : Maternity (starting Jan. 2009)

SKILLS AND CERTIFICATION

- Direct care of patients.
- Educated patients for home care and provided discharge teaching.
- Medication administration and dosage calculation skills.
- Maintained sterile fields and application of dressings.
- Catheter, and suctioning training.
- Charting and documentation of patient care.
- BLS Certified, American Heart Association, Aug. 2007.
- Multilingual: English/ Hindi/ Punjabi.

ASSOCIATIONS

- Member of Michigan Student Nurses Association.
- Member of Phi Theta Kappa International Honor Society.
- Past Member of Team in Training, part of Leukemia and Lymphoma Society.

PROFESSIONAL EXPERIENCE (Volunteer basis)

ST. JOSEPH MERCY HOSPITAL, Pontiac, MI Aug. 2007-Dec. 2007

ER Volunteer

Worked along side nurses and staff to provide satisfactory patient care.
Provided support to patients and family members during their ER Stay.
Transported patients to different floors within the hospital.
Stocked supplies and essentials in patient rooms.

ADVANCE HOME HEALTH CARE SERVICES, INC., Detroit, MI Jan 2007- May 2007

Office Administrator

Worked along with the Director of Nursing in order to set-up the agency for national accreditation.
Handled entire payroll.
Responsible for co-ordination between several agencies, contractors and patients.
Handled invoices and bill payment.

CENTURY 2 THERAPY, LLC, Bloomfield Twp. & Dearborn, MI Dec. 2005- Jan. 2007

Office Manager

Overlooked the hiring and co-ordination of staff.
Overlooked all medical billing.
Managed accounts receivable for more than one location.
Responsible for bill payments and payroll.

Receptionist

Answered phone calls and scheduled patient appointments.
Worked with the therapists for timely patient care.
Organized mail and faxes.
Followed-up on patient records.

May 2005- Dec. 2005

SPORTS AUTHORITIES, LAUREL PARK MALL, Livonia, MI

Sales Associate

Organized store display.
Helped customers with their purchase.
Managed store inventory.

March 2004-Aug. 2004