

JANE Q. SAMPLE

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REGISTERED NURSE / NURSE MANAGER



Dedicated and versatile candidate with **over five years of nursing and patient care experience** in various settings, with valuable team management skills. Led teams of up to 70 full-time medical professionals. Skilled one-on-one care provider accustomed to heavy caseloads. Astute problem solver and organizer; strong commitment to accountability and open communication with physicians, nursing staff and assistants. Proven leader who has demonstrated the ability to effectively manage and coordinate inter-departmental efforts. Proficient in Microsoft Word, Excel, and PowerPoint.

Key Proficiencies Include

- ◆ Skilled Nursing Assessment
- ◆ Medical Administration
- ◆ Team Management
- ◆ Post-Operative Care
- ◆ Emergency Procedures
- ◆ Staff Training
- ◆ Medication Administration
- ◆ Supply Management
- ◆ Post-Acute Care

~ ACLS and Life Support Certified ~

PROFESSIONAL EXPERIENCE

Mercy General Hospital – Boston, MA

Circulating Nurse

2003 – Present

Administered medications and provide various services for the OB/GYN, Orthopedics, General, and Urology Departments for a 102-bed acute care facility. Assess, plan, implement, evaluate and document patient care. Orders laboratory and other specialized diagnostic tests; evaluate data obtained. Consult regularly with physicians regarding patient care. Ensure accuracy of patient charges and surgeon preference cards. Cross-trained as a recovery team nurse.

- Successfully completed cross-training as a Recovery Room Nurse.

Saint Vincent's Hospital – Baltimore, MD

Circulating Nurse

2002 – 2003

Examined patient to determine general physical condition, ordered laboratory and other special diagnostic tests and evaluated data. Managed patient medications and maintained the vascular grafts / valve cart. Assisted in the maintenance of accurate patient charges for each procedure performed. Update surgeon preference cards and pull case carts daily.

- Played a key role in the modeling and development of a surgical site identification policy and surgical site identification checklist.
- Served as the primary circulator for vascular, cardiothoracic, and general cases.

San Antonio General Hospital – San Antonio, TX

Assistant Nurse Manager

2001 – 2002

Managed the daily staffing of nine cardiovascular operating rooms and conducted all staff performance evaluations Investigated and solved supply, equipment, and case issues. Coordinated with the Unit Educator to facilitate new employee orientation. Assisted with the collection of unit quality assurance data.



Assistant Nurse Manager (Continued)

- Recommended the opening of a satellite blood bank near the open heart surgery waiting room.
- Served as the primary resource for staff and physicians on policy and procedures issues and new equipment / technology training.

San Antonio General Hospital – San Antonio, TX

Desk Coordinator / Charge Nurse

2000 – 2001

Coordinated all patient transfers and assisted the Assistant Nurse Manager with staffing assignments. Coordinated efforts with the Heart Catheterization Lab, CVICU, Recovery, Radiology, Echo, and Perfusion departments. Ensured timely room turnover and schedule cases for the following day. Obtained radiography films for all cases.

- Served a precept for Relief Charge nurse candidates.

San Antonio General Hospital – San Antonio, TX

Staff Nurse

1999 – 2001

Independently circulated on bypass procedures, valves, sternal wound debridement / reconstruction, thoracotomies, thoracoscopies, mediastinoscopies, AAA, aortic dissections, pacers, laser lead extractions, and abiomed LVAD / BIVAD. Scrubbed in on port, pacer, and defibrillator procedures. Participated in general, vascular, and minor orthopedic procedures; cross-trained in pre-op holding.

Additional Employment

Instructor	Williams Community College – Boston, MA	2003 – 2004
Associate Instructor	Chesterton College – San Antonio, TX	1999 – 2000

EDUCATION**Associate of Science – Nursing**

Desvigne Community College ~ Philadelphia, PA ♦ 1998

Master of Science – Clinical Exercise Physiology

University of Florida ~ Gainesville, FL ♦ 1996

Bachelor of Science – Clinical Exercise Physiology

University of Southern Mississippi ~ Hattiesburg, MS ♦ 1994

Relevant Coursework

Pharmacology ♦ Medical Terminology ♦ Cardiovascular Physiology ♦ Gross Anatomy ♦ Bio-Mechanics
Anatomy ♦ Research Techniques ♦ 12 Lead EKG Interpretation ♦ Pathophysiology of Human Disease

TECHNICAL SKILLS

MS Word ▪ MS Excel ▪ MS PowerPoint ▪ MS Access ▪ MS Publisher
Skyscape Palm OS Nursing Software ▪ Point of Care Ware