

FLORENCE NIGHTINGALE

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Canton, OH 12345
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OBJECTIVE

I am a Recent Bachelor of Science in Nursing graduate, seeking to use my skills and knowledge in a hospital nursing position. I possess a strong ability to work well under pressure, excellent organizational skills, and am highly reliable.

EDUCATION

Aultman College, Canton, OH
Bachelor of Science in Nursing

Expected: May 2016

- Overall GPA 4.0
- President's List
- Will take Nursing Boards (NCLEX) in June 2016

CERTIFICATIONS

Licensed Practical Nurse
Red Cross First Aid Certified
Red Cross CPR/AED Certified

January 2014
Expires June 2017
Expires June 2017

RELEVANT EXPERIENCE

Medical Assistant

Thompson Family Practice, Canton, OH

March 2014-Present

- Arrange and reschedule patients' appointments to maximize efficiency.
- Monitor and chart patients' vital signs prior to their physician consultation.
- Track and maintain all patient records while preserving confidentiality of medical history.
- Routinely call patients on the physicians' behalf as a follow-up to their consultation.

Student Clinician

Aultman Hospital Pediatrics, Canton, OH

Fall 2015

- Assisted physicians with basic medical procedures as well as displayed general competence in nursing practices such as injections, IV administration, screenings, and monitoring vitals.
- Interacted with patients as well as their families to provide support
- Documented all data related to the patient as well as maintained confidentiality of all related files and medical history.
- Evaluated and provided patient education of diagnosed condition as per physician's recommendations.

ADDITIONAL EXPERIENCE

Student Success Center Assistant

Aultman College, Canton, OH

Spring 2014-Present

- Address and answer basic student concerns by directing them to the proper area of the center accordingly.
- Regularly stock pamphlets, hand-outs, and printer paper for students.
- Record and upkeep students' stats on the computer.
- Maintain overall cleanliness of the success center.

ADDITIONAL SKILLS

PeopleSoft, Microsoft Word, Outlook, PowerPoint, Excel, Access, Lotus Notes, Net-Ware 2.2