

# Jane Doe

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## OBJECTIVE

Seeking a registered nurse position at General Hospital utilizing my educational background, interpersonal skills, and patient care experience.

## EDUCATION

**Jefferson Community and Technical College**  
*Associate of Applied Science in Nursing*  
*Licensed Practical Nursing Diploma*

Louisville, KY  
May 2019  
May 2018

## LICENSURES AND CERTIFICATIONS

Registered Nurse, *State of Kentucky*  
Licensed Practical Nurse, *State of Kentucky*  
KY State Registered Nurse Aide  
Basic Life Support (BLS), *American Heart Association*

Anticipated May 2019  
May 2017  
May 2016  
Expiration June 2020

## SUMMARY OF SKILLS

- More than three years of experience working in patient care setting and dedicated to providing excellent patient care.
- Proficient knowledge of medical terminology and HIPAA regulations with the demonstrated ability to maintain accurate and detailed reports and records.
- Effectively develops rapport with patients, family, staff and physicians and can customize communication style by audience to ensure understanding of healthcare related information.
- A problem solver who remains calm and professional through critical incidents.
- Strong analytical skills, capable of assessing conditions and implementing appropriate interventions.
- Proficient in using Microsoft Word, Excel, PowerPoint, and Epic System Software.

## RELATED EXPERIENCE

**Jefferson Community and Technical College**  
*Clinical Experiences*

Louisville, KY  
8/2017-Present

- Completed clinical rotations at the following locations: Baptist Health Louisville, UofL Health- Mary & Elizabeth Hospital, Jewish Hospital, UofL Health-Peace Hospital, Central State, and Norton Healthcare.
- Record vital signs including temperature, blood pressure, pulse, or respiration rate, as directed by medical staff.
- Assemble and utilize equipment including catheters, tracheotomy tubes and oxygen supplies.
- Observe or examine patients to detect symptoms that may require medical attention, such as bruises or open wounds as well as document and report observations of patient behavior, complaints, or physical symptoms to nursing staff.

**Bee Hive Senior Care**

Nursing Assistant

Louisville, KY  
4/2016-Present

- Provide physical support to assist patients in performing daily living activities such as getting out of bed, bathing, dressing, using the toilet, standing, walking, or exercising.
- Review patients' dietary restrictions, food allergies, and preferences to ensure patient receives appropriate diet.
- Transport specimens, laboratory items, or pharmacy items, ensuring proper documentation and delivery to authorized personnel.
- Transfer patients to treatment units, testing units, operating rooms, or other areas, using wheelchairs, stretchers, or moveable beds.

## WORK EXPERIENCE

**Old Navy**  
*Sales Associate*

Louisville, KY  
3/2011-3/2016

## COMMUNITY ENGAGEMENT

- **Kentucky Humane Society**, Volunteer, 2012-2016
- **Jefferson County Public School Every 1 Reads**, Volunteer, 2013-2016