

KERRY J. DOE

10325 S. State Road • Orland Park, IL 60462 • 708-555-1111 • kdoe@mailbox.com

OBJECTIVE Seeking a position as a Registered Nurse.

EDUCATION Saint Xavier University, Chicago, IL
Bachelor of Science, Nursing, May 20xx
GPA: 3.55/4.00 (Cum Laude)

CREDENTIALS NCLEX, scheduled July 20xx
CPR Certification, expires January 20xx

HONORS Presidential Scholarship, 20xx-xx
Dean's List, 2 semesters

SKILLS Language: Fluent in Polish
Computer: Med-Chart, Cerner, Epic, Excel, Access, Word, PowerPoint

ACTIVITIES Student Nurses' Association, Saint Xavier University, 20xx-xx

- Vice-President, 20xx-xx
- Coordinated the organization's first-ever food and clothing drive for the homeless.
- Served as an advisor for three freshmen in the organization's mentoring program.

CLINICAL EXPERIENCE	Christ Hospital	Medical/Surgical, Obstetrics
	Little Company of Mary Hospital	Medical/Surgical
	Mercy Hospital	Medical/Surgical
	Hope Children's Hospital	Pediatrics
	MacNeal Hospital	Psychiatric
	Schwab Rehabilitation Institute	Rehabilitation
	Gladstone School	Community

Clinical Highlights

- Presented on healthy dietary habits to junior high school students, and taught proper hand washing techniques to kindergarten students.
- Assisted nurses with cholesterol screenings at a community healthcare fair.
- Observed therapy groups addressing topics such as eating disorders and substance abuse.
- Started IVs, drew blood samples, completed EKGs, and performed dressing changes.
- Conducted temperature, blood pressure, pulse, and intake/output checks, updated charting, and apprised nursing staff of changes in patients' conditions.
- Guided and assisted patients in performing activities of daily living.
- Helped healthcare teams with transports and bed transfers of patients.
- Aided nursing staff with discharging patients, including teaching patients and their families on medications and home self-care.

(Note: Be more specific and detailed in describing the types of disorders, diseases, assessments, treatments, therapies, medications, injections, equipment, etc. associated with this experience.)

WORK EXPERIENCE Green's Family Restaurant, Frankfort, IL
Evening Shift Supervisor (3/xx-8/xx)

- Promoted to supervisor position after only five months as a server.
- Selected, trained, and evaluated a staff of 15 employees.
- Developed positive customer relations through personable service and attentive listening.
- Resolved customer issues effectively by employing clear and tactful communication.
- Completed specialized training on conflict resolution techniques.
- Collaborated with waitstaff to efficiently serve crowds of up to 200 customers at a time.
- Performed documentation duties, such as bookkeeping, tracking vendor orders, and processing shipments received, in a timely and accurate manner.

References Furnished Upon Request

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Objective	To obtain a Registered Nurse position on an Intensive Care Unit.
Education	Saint Xavier University, Chicago, IL Bachelor of Science, Nursing, May 20xx GPA: 3.67/4.00 (Cum Laude) Moraine Valley Community College, Palos Hills, IL Associate of Arts, Liberal Studies, May 20xx GPA: 3.80/4.00
Credentials	NCLEX, scheduled July 20xx CPR Certification, expires January 20xx
Skills	Language: Fluent in Polish Computer: Med-Chart, Cerner, Epic, Excel, Access, Word, PowerPoint
Relevant Experience	Christ Hospital, Oak Lawn, IL Patient Care Associate, Cardiology Unit, 9/xx-Present <ul style="list-style-type: none">• Administer direct care to patients in a timely and courteous manner.• Monitor patients' basic vital signs, EKGs, and intake/output, and chart data with attention to detail and accuracy.• Obtain specimens from patients for scheduled laboratory analyses.• Collaborate with nursing staff to efficiently admit and discharge patients on the unit.• Respond to questions and requests of patients and families promptly and personably.• Assist medical staff with teaching families proper home care of discharged patients. (Note: Be more specific and detailed in describing the types of disorders, diseases, assessments, treatments, therapies, medications, injections, equipment, etc. associated with this experience.) Janice Johnson, DDS, Orland Park, IL Dental Assistant, 1/xx-9/xx <ul style="list-style-type: none">• Prepared patients for treatments and assisted dentist with general procedures.• Produced casts from impressions, exposed radiographs, and processed x-ray film.• Sterilized instruments and organized tray set-ups for dental procedures.• Managed and ordered inventory of dental supplies and office equipment. Palos Community Medical Center, Palos Heights, IL Medical Assistant, 1/xx-1/xx <ul style="list-style-type: none">• Charted patients' vital signs and medical summaries.• Processed patient samples for medical analyses.• Prepared patients' rooms for observations and surgeries.• Assisted physicians with routine outpatient surgeries.
Activities	Member, Saint Xavier University Student Nurses' Association, 20xx-xx Volunteer, Joliet Daybreak Homeless Shelter, 20xx-xx Volunteer, Orland Park Nature Restoration Days, 20xx-xx
Honors	Dean's List, Saint Xavier University, 2 semesters President's List, Moraine Valley Community College, 3 semesters
References	Available upon request.