

John Smith

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999-999-9999

Objective: Interested in a position as a Nursing Supervisor with a reputed hospital or healthcare center.

Experience: *New York Community Hospital* *New York*
Nursing Supervisor March 1995 to Present

- ♦ Coordinated and supervised nursing activities in obstetrics, pediatrics and surgical units, in consultation with head nurse; coordinated activities with other patient care units
- ♦ Developed and initiated new orientation and in-service training programs for unit staff members; patient satisfaction survey scores increased by 20%
- ♦ Selected to co-chair team to recommend systems for improving nursing care; received special recognition when systems were adopted by the hospital administration
- ♦ Evaluated nursing activities to ensure quality patient care, good staff relations and efficiency of service; ensured hospital procedures and physicians' instructions were followed; inspected rooms and wards for cleanliness and comfort
- ♦ Directed preparation and maintenance of patients' clinical records; directed the ordering of drugs, solutions and equipment
- ♦ Engaged in general management duties, such as assisting in formulating unit budgets, investigating and resolving complaints and participating in management meetings
- ♦ Accompanied physician on rounds and kept informed of special orders concerning patients

New York Community Health Center *New York*
General Nurse September 1987 to February 1995

- ♦ Reviewed reports of patients' general physical conditions, reactions to medications and medical histories
- ♦ Prepared equipment and aided physician during patient examinations and treatment
- ♦ Administered prescribed medications and treatments, and observed and reported patient reactions
- ♦ Examined instruments, equipment and surgical setup to ensure sterile environment
- ♦ Completed rotations in pediatrics, obstetrics and surgery
- ♦ Promoted to Supervising Nurse

Education: *State University of New York*
Bachelor of Science in Nursing
On Dean's List for three consecutive semesters

New York
1987

License: Licensed to Practice in the State of New York

References: Available upon request