

John Smith
123 Elm Street
New York
999-999-9999
johnsmith@xyz.com

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

Experience: Newyork 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