

John Smith

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999-999-9999

Objective: Interested in applying for the position of an office nurse with a reputed hospital/ health center.

Experience: *GPL Health Center* *New York*
Office Nurse 3/3/2008 to Present

- ♦ Cared for and treated patients in medical office, as directed by physician.
- ♦ Prepared patient for and assisted with examinations.
- ♦ Administered injections and medications.
- ♦ Dressed wounds and incisions.
- ♦ Interpreted physician's instructions to patients.
- ♦ Assisted with emergency and minor surgery.
- ♦ Performed related tasks as directed.
- ♦ Maintained records of vital statistics and other pertinent data of patient.
- ♦ Cleaned and sterilized instruments and equipment.
- ♦ Maintained stock of supplies.
- ♦ Conducted specified laboratory tests.
- ♦ Recorded and developed electrocardiograms.
- ♦ Acted as receptionist, performed secretarial duties and prepared monthly statements.
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Education: *State University of New York* *New York*
Bachelors Degree in Nursing 2008

License: Licensed to practice in the state of New York

References: Available upon request