

Nancy Smith

123 Elm Street
New York
999-999-9999
nancysmith@xyz.com

Objective: Interested in the position of a Supervisor, Community health nursing nurse with a leading community healthcare center.

Experience

Birchwood Community Health center *New York*
Supervisor, Community-Health Nursing Nurse 3/3/2005 to Present

- Supervised and coordinated the activities of nursing personnel in community health agency.
- Served as liaison between staff and administrative personnel.
- Developed standards and procedures for providing nursing care and for evaluating service.
- Provided orientation, teaching and guidance in order to improve quality and quantity of service.
- Evaluated performance of personnel.
- Interpreted nursing standards to staff, advisory boards, nursing committees and community groups.
- Recommended duty assignment of nursing personnel.
- Coordinated services with other health and social agencies in order to render program more effective.
- Reviewed, evaluated and interpreted nursing records and vital statistics affecting health service.
- Assessed community needs, planned and implemented programs to meet those needs.
- Assisted in the planning of educational programs for nurses, related professional workers and community groups to meet needs of personnel and practitioners.
- Assisted in the preparation of agency budget.
- Planned for and participated in field research related to community health nursing.

Birchwood Community Health Center *New York*
Staff Nurse 3/3/2000 to 3/3/2005

- Provided general nursing care to patients in this large community hospital
- Reviewed reports of patients' general physical condition, 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

- Rotated among clinical specialties: emergency room, surgery and psychiatry
- Received special commendation from Nurses Association for exemplary performance in the emergency room during a local crisis

Education

State University of New York
Bachelors Degree in Nursing

New York
2000

License

Licensed to practise in the state of New York.

References: Available upon request