

FUNCTIONAL RESUME

Name
Address
City, State, Zip Code
Phone Numbers
Email (optional, but a good idea)

Objective: As a recent graduate I am eager to apply my education and the skills acquired while employed as a CNA and HHA. As a Registered Nurse in a hospital setting, I hope to utilize my experiences in a direct patient care environment where I may contribute to the organizations' goals and quality of patient care.

Summary of Skills

- Eager and motivated, quick learner.
- Demonstrated dependability, reliability, focus and commitment, as evidenced by my references.
- As a Home Care Aid with XYZ, I was able to use my abilities as a good listener and provide comfort to both the patient and family members.
- I participated in educating the patient and family members in the disease process and the plan of care as a Nursing Assistant while at ABC.
- Proficient in the day-to-day care of the patient, such as feeding, washing, performing assessments, and alerting the care team to pertinent changes, dealing with family members.

Education

Adelphi University, Garden City, NY 5/2002
Bachelor of Science, Nursing
GPA 3.8, Deans List

BOCES, East Meadow, NY 1994
Certified Nurses Aid,
Graduated top 10% of class.

Employment History

XYZ Home Care, Inc., Somewhere, NY 1994 – present
Home Health Attendant, part time, weekend position.
Caring for a variety of Home Bound patients, aged 19 and up.

ABC Center for Rehabilitation, Somewhere, NY 1996 – present
Nursing Assistant
Assisted in the care of a variety of patients in this Long and Short Term rehabilitation facility, including Ventilator dependent patients, COPD, and some neuro and Brain Injury patients aged adolescent to senior.
This has been a consistent part time 3-day a week position while completing my BSN.

Additional Skills

Proficient in Windows, Word, Excel, Power Point and Microsoft Office.

REVERSE CHRONOLOGICAL RESUME

Objective: To obtain a hospital position in nursing which will allow me to use my education and skills, while further enhancing my professional growth.

Summary of Skills

- Proven ability to prioritize, maintain calm and focus under pressure.
- Dedicated and motivated, quick learner.
- Demonstrated skills in patient assessment and education.
- Proficient IV skills.

Experience

Jos-El Care Agency, Rosedale, NY 1999 -present
Staff Relief, Agency Nurse in a variety of medical / surgical settings as well as home care.

Michigan School District, MI 1998 - 1999
Substitute Teacher, Pre - K - Highschool

Faith Chapel Presbyterian Church, Huntsville, AL 1996 - 1998
Nursery Attendant, for children up to seven years old

Sunshine Nursing Home, Stoneham, MA 1992 - 1994
Nursing Assistant, worked with ADL's, assisted in personal and holistic care

New England Memorial Hospital, Stoneham, MA 1990 - 1992
Nurses Aide, assisted ADL's in personal care and transporting patients

Education

Andrews University, Berien Springs, MI 1999 - present
Bachelor of Science, Nursing

Oakwood College, Huntsville, AL 1998
Associate in Nursing

Certifications

BCLS, Infection Control, Universal Precautions, Child Abuse, Fire Safety

Honors

Honor Roll,
Spiritual Leadership Award; 1993, Greater Boston Academy;
Youth of the Year Award, 1993, Philadelphia SDA Church

Additional Skills

Word Perfect, Spreadsheets, Microsoft Windows, Fluent in Creole and French