

JANE SMITH

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SSN: xxx-xx-xxxx | Country of Citizenship: United States of America

NURSE (DIAGNOSTIC RADIOLOGY) | XX-xxxx/xx/xx

Department of Health and Human Services, National Institutes of Health

Job Announcement Number: XXX/XXX-xxx-xxx

Combining quality patient services and operational expertise to maintain superior levels of care.

Dynamic nursing professional with over 25 years of comprehensive and progressive nursing expertise. Displays dedication and determination in all endeavors with diligent attention to detail for optimal end results. Proven crisis and risk-management skills with an advanced ability to quickly evaluate and react to intense situations. Effectively identifies client needs through exemplary communication and analysis and acts as a diligent advocate, providing a voice for patients and ensuring their well-being. Emphasis on team building and a focus on service to enhance the community spirit. Strives to cultivate a safe environment for staff and patients and provide quality patient services and superior care with a personal touch.

- ERCP
- Team Building
- Critical Thinking & Response
- Patient Assessment
- Endoscopic Ultrasound
- Process Improvement
- Operations Management
- Cross-Departmental Collaboration
- Patient Relations
- Service Focused
- American Sign Language
- Conscious Sedation

PROFESSIONAL EXPERIENCE

1991 – Present — Level 4 Nurse, Gastroenterology Lab (2009 – present) | Clinical Manager, Gastroenterology Lab (1996 – 2009) | Staff Nurse, Gastroenterology Lab (1992 – 1996) | Staff Nurse, Operating Room (1991 – 1992)

ABC HOSPITAL CENTER

During my 18 years at Washington Hospital Center, I moved through positions of increasingly progressive responsibility. This broad based-experience has increased my ability to successfully interact with all departments to ensure that optimal results are maintained. I excel at securing client trust and putting clients at ease by providing an environment of physical and personal comfort. I am able to quickly and proactively assess patient needs to deliver high-levels of service.

In my most recent position as a Level 4 Nurse, I coordinate daily operations in the endoscopy suite, working in tandem with physicians, staff and multiple departments to ensure procedural and safety compliance. In addition, I conduct patient evaluations prior to procedures to ensure safe end results and to facilitate patient flow.

As Clinical Manager in the Gastroenterology Lab, I oversaw patient care, administration of department services,

and management of nursing, clerical, and support personnel and maintained scheduling for a 24 hour timeframe. Additionally, I completed employee performance evaluations and encouraged a collaborative team environment.

In the positions of Staff Nurse in both the Gastroenterology Lab and Operating room I performed pre-procedure health assessments, assisted physicians with endoscopic examinations, and conducted diagnostic and therapeutic testing.

1987 – 1991, Registered Nurse 2, University Health Services

ABC UNIVERSITY

Gallaudet University is the leader in liberal education and career development for deaf and hard of hearing undergraduate students. I utilized my proficiency in American Sign Language as a registered nurse for university health services where I provided physical assessments and emergency care for students. In addition, I conducted wellness education, interpreted lab results, and communicated with physicians as needed. I developed health care resources that facilitated delivery of the services provided.

1986 – 1991, Float Nurse Medical/ Surgical Units

ABC HOSPITAL CENTER

In this position I provided support in a variety of medical settings. I proactively identified and resolved patient issues and educated patients on conditions and treatments as well as provided support for patients and families.

1986 – 1997, Contract Nurse

ABC HEALTH UNIT

As a contract nurse, I provided emergency treatment and health education at local federal job sites in addition to health maintenance exams including venipuncture, EKG's, TB Tine, vision, and audiometry tests.

1981 – 1987 — Nurse Clinician, Surgical Rehabilitation Unit (1984 – 1987) | Primary Nurse, Medical/ Surgical Unit (1982 – 1984) | Staff Nurse, General Surgical Unit (1981 – 1982)

ABC HOSPITAL

During my time at Washington Hospital Center, my responsibilities included conducting patient assessment and educate patients and their families on conditions, treatment, and health maintenance skills. I coordinated and directed 24 hour primary care of patients for a 40 bed unit as well as oversaw bedside nursing for a 40 unit general surgical unit.

EDUCATION

Bachelor of Science, Nursing

George Mason University, Fairfax VA

Diploma in Nursing

Washington Hospital Center, Washington D.C.

PROFESSIONAL AFFILIATIONS

Society of Gastroenterology Nurses and Associates, Inc.