

RESUME

Name:

Address:

Telephone number:

Email address:

OBJECTIVE

To secure a position as an Emergency Room nurse on a full time basis.

WORK HISTORY

Feb 2013 Registered Nurse/ED

To *Baylor Regional Medical Center Grapevine*

Present *Grapevine, Texas*

- Serves as a full time charge nurse alternating with bedside nursing
- Assign patient care and coordinating staffing needs.
- Expedite patient care by efficiently organizing interdepartmental and ancillary staff.
- Provide nursing care to a wide spectrum of clientele including general medicine, cardiac, psychiatric, and pediatric patients.
- Coordinate inter-hospital admissions and transfer from the Emergency Department.
- Assisted with implementing a new version of computerized charting and ordering system for both nurses and physicians.
- Serve as a mentor and preceptor for new employees, float pool nurses and nurse residents.
- Primary night shift staff scheduler.
- Hospital wide BLS-I educator.

July 2012 Registered Nurse/ED

To *Quest Staffing Agency*

Present *Frisco, Texas*

- Provided temporary staff nursing care to Emergency Departments throughout the Dallas/Ft. Worth metropolis.

June 2007 Registered Nurse/ED

To *Parkland Health and Hospital District*

July 2012 *Dallas, Texas*

- Serve as a full time charge nurse alternating with bed side nursing to provide medical care to over 400 patients a day.
- Assign patient care and coordinating staffing needs.
- Expedite patient care by efficiently organizing interdepartmental and ancillary staff.
- Provide nursing care to a wide spectrum of clientele including general medicine, cardiac, psychiatric, burns and trauma patients.
- Coordinate inter-hospital admissions and transfer from the Emergency Department.
- Assisted with implementing a new computerized charting and ordering system for both nurses and physicians.

- Serve as a mentor and preceptor for new employees, nurse residents and physician residents.
- Actively participate in several hospital wide committees.
- Hospital wide BLS-I educator.

May 2006 Registered Nurse/ED

To *Medical Center of Lewisville*

June 2008 *Lewisville, Texas*

- Served as a part time staff nurse.

May 2001 Registered Nurse/ED

To *Baylor University Medical Center*

July 2007 *Dallas, Texas*

- Served as a Team Leader providing medical care to over 100 patients per shift
- Served as a mentor and preceptor to new employees
- Provided nursing care to a wide spectrum of clientele including general medicine, cardiac, pediatric and trauma patients.
- Assigned patient care and coordinated staffing needs.

Jan 1998 Registered Nurse/ED

To *Medical Center of Plano*

June 2001 *Plano, Texas*

- Served as a full time staff nurse.
- Served as relief day shift charge nurse.
- Coordinated outer/inter-hospital admissions and transfers.
- Served as a mentor and preceptor to new employees.
- Assisted ED educator with skills day and orientation of new staff.

- BLS-I educator

Feb 1997 Registered Nurse/Agency

To *USA Staffing Agency*

June 2001 *Dallas, Texas*

- Provided temporary staff nursing care to Emergency Departments throughout the Dallas/Ft. Worth metropolis.

Jan 1995 Registered Nurse/Agency

To *American Nursing Services*

May 2000 *Dallas, Texas*

- Provided temporary staff nursing care to Emergency Departments throughout the Dallas/Ft. Worth metropolis.

Oct 1995 Registered Nurse/ED

To *Methodist Medical Center*

July 1997 *Dallas, Texas*

- Served as a staff nurse providing care to a wide spectrum of clientele including general medicine, cardiac, pediatric and trauma patients.
- Served as a mentor and preceptor to new employees.
- Served a relief charge nurse for all shifts.

Jan 1995 Registered Nurse/Home Health

To *Y-Medical Associates*

July 1996 *Irving, Texas*

- Acted as a primary care coordinator for patients' needing in home IV medications.
- Responsible for Medicare/Medicaid documentation for reimbursement.
- Certified in administration of chemotherapy drugs.

May 1994 Registered Nurse/ED

To *Parkland Health and Hospital District*

Apr 1996 *Dallas, Texas*

- Served as a staff/charge nurse.
- Expedite patient care by efficiently organizing interdepartmental and ancillary staff.
- Attended Parklands' Critical care Internship.

EDUCATION

June 1994 Board of Nurse Examiners, State of Texas, License Number 604104

To

Present

- Basic Life Support Certification Instructor (BLS-I)
- Advanced Cardiac Life Support Certification (ACLS)
- Trauma Nurse Care Course Certification (TNCC)
- Pediatric Advanced Life Support Certification (PALS)
- Basic Disaster Life Support Certificate (BDLS)
- Advanced Disaster Life Support Certificate (ADLS)

Aug 1992 Trinity Valley Community College

To *Kaufman, Texas*

May 1994 *Associated Degree in Nursing*

Aug 1990 Trinity Valley Community College

To *Kaufman, Texas*

Aug 1992 *Certificate in Surgical Technology*

REFERENCES

Personal and professional references available upon request

COVER MEMO

To: (Instructor)

From: (student)

Subject: Application for the Emergency Room Registered Nurse (RN) vacancy at Spring Central Hospital

Date: 18/08/2014

I am writing to inform you of my interest in an open vacancy at Spring Central Hospital of Emergency Room Registered Nurse position. The requirements for the advertised vacancy are one to three years of experience as a registered nurse in an inpatient setting, degree level of education in nursing from a recognized institution and relevant certifications in BLS-I, ACLS or PALS and TNCC accompanied by a credible license number.

I focused my application letter on my academic background, certifications and the relevant experience according to the requirements in the advertised job opening. In addition, I highlighted my education level as a graduate nurse with the needed certification and licensure according to the current state of Texas licensing rules of registered nurses. That is, my license number and BLS-Healthcare provider, ACLS/PALS required certifications including the preferred TNCC certification.

In writing the application letter, my tone was formal. I was enthusiastic and confident as I explained my portfolio of skills and experiences in accordance with the advertised job description. To access the job requirements for the advertised Emergency Room Registered Nurse (RN) position at Spring Central Hospital, please follow the link below:

<http://jobview.monster.com/Emergency-Room-Registered-Nurse-RN-Day-Shift-at-Job-Klein-TX-137121831.aspx>

Sincerely,

[Insert your signature]

Bibliography

Emergency Room Registered Nurse (RN) vacancy at Spring Central Hospital. Retrieved August 18, 2014, from <http://jobview.monster.com/Emergency-Room-Registered-Nurse-RN-Day-Shift-at-Job-Klein-TX-137121831.aspx>