

Jaye Nurse

Seattle, WA 98133 Telephone: 206-632-1234 E-Mail: jnurse@gmail.com

CAREER OBJECTIVE

Licensed Practical Nurse

SUMMARY OF QUALIFICATIONS

Through education, work and life experiences, developed the following skills and qualifications:

- Speak and write Spanish fluently
- Demonstrated ability to work with all levels in a team environment
- Strong oral and written communication skills
- Understand provide culturally sensitive care
- Ability to assist in minor procedures
- Organizational and time management skills

EDUCATIONAL CLINICAL EXPERIENCE

LONG TERM CARE

Besse Burton Sullivan, Seattle, WA

September to December 2004

Provided excellent care for patients in a long-term skilled nursing facility.

- Demonstrated effective communication and knack for team work with CNAs.
- Performed physical assessments and monitored geriatric patients with multiple illnesses or disabilities.
- Participated in two quarterly care meetings.
- Updated patient status information during shift reports.

MATERNITY CARE

Steven's Hospital, Edmonds, WA

January to March 2005

In a hospital setting and as a part of a nursing team provided post-partum care and education of new parents.

- Provided post-delivery education to parents regarding circumcision and breast feeding.
- Conducted mother/baby assessments.
- Administered medications.

AMBULATORY CARE

Group Health, Seattle, WA

January to March 2005

- Managed patient flow and provided SQ medication administration at the clinic injection room.
- Provided basic newborn and pediatric physical assessments.
- Assisted RN with neonatal urinary catheterization.

ACUTE CARE

Veteran's Hospital, Seattle, WA

June to August 2004 and January to March 2005

- Provided basic head-to-toe assessments and bedside care to 2-3 patients in acute care (4 East), per shift.
Carried out Med pass on 2 wings, 3rd floor.
- Recognized emergent situations in patients with CA, COPD, CHF, CVA, post surgery, and MI recovery.

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ACUTE CARE cont'd

Veteran's Hospital, Seattle, WA

June to August 2004 and January to March 2005

- Worked collaboratively with staff RN on providing phlebotomy and care of a neutropenic patient.
- Observed handling of post-mortal care (2 West).
- Handled specimen collections.

WORK EXPERIENCE

Patient Care Representative

April 2001 to September 2005

Group Health Medical Center, Seattle, WA

- Trained as a business office float staff for Registration, Pharmacy, Laboratory Medical Records, and Call Center/Appointing.
- Keyboarding skills at 75 WPM.
- Facilitated patient flow.
- Used Lastword, Epic, Windows, IBM, and Excel computer programs/systems.
- Assumed responsibility for account creation, cash handling, and patient registration.
- Communicated effectively with all levels of health care professionals and a diverse patient population.

Medical Receptionist

June to March 2001

Dr. Janice Wright, Seattle, WA

- Facilitated patient flow.
- Assisted and coordinated with medical assistant and MD.
- Handled basic billing and insurance issues.
- Answered phones related to appointing, triage, and medication requests.

EDUCATION AND HONORS

- **Certificate of Achievement in Practical Nursing, March 2005**
- **Received NSCC Foundation Scholarship and City of Seattle tuition awards for 2003-2004**
- **Phi Theta Kappa Honor Society Member since 2003 Cumulative GPA of 3.5**

North Seattle Community College

LICENSURE AND CERTIFICATIONS

- American Red Cross Basic Life Support Certified for 2005
- Washington State LPN License since July 2005