

# Sample resume – nursing

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## Nicky Novak

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### Education

Feb 2013 - current      **Bachelor of Nursing**  
Monash University  
Achieving High Distinction Average  
Due for completion: 2015

### Overseas Qualifications

Aug 1999 – May 2001      **Diploma of Nursing**  
Medical School, Belgrade, Serbia and Montenegro  
Successfully completed with credit average

### Achievements and Awards

Jul 2014      Awarded Membership of Golden Key National Honour Society  
Awarded High Distinction grades in two subjects - Biology and Neurology

### Clinical Rotations

Mar - Jun 2015      St Vincent's Health - Rehabilitation Unit  
Mar - Jun 2014      Southern Health - Intensive Care Unit  
Mar - Jun 2013      Northern Health - Palliative Care

### Relevant Employment

Sep 2009 - current      **Personal Carer**  
**Granny Smith's Aged Care Home**

#### Responsibilities

- Assist and support all staff and function in a team to provide care to residents at all times
- Help to shower, bathe and shave patients while supervised by a registered nurse
- Apply practical intervention procedures for dementia or behavioural problems
- Observe and report any changes in the client's condition or any complaints about care to a supervisor
- Assist with rehabilitation exercises and basic treatment and medications.
- Perform basic procedures such as taking blood pressure, as well as applying and changing dressings

#### Achievement

- Contributed to the development of team plans by participating in major review of systems and processes



## **Professional Registrations and Memberships**

- 2015**                      **Nursing and Midwifery Board of Australia**  
Student Registration Number: 99878988
- 2014**                      **Australian Practice Nurses Association**  
Student Member

## **Professional Skills and Attributes**

### ***Communication, Interpersonal and Teamwork Skills:***

- Able to reflectively listen and communicate both verbally and non-verbally with clients in a manner that ensures confidentiality, privacy and sensitivity as established through clinical placements
- Highly competent in preparing and delivering presentations to groups demonstrated through designing and describing systematic review protocols for academic assessment
- Effective team skills fostered through volunteer work, including leading Team Monash in the Breast Cancer Walk for Awareness Program

### ***Analytical and Assessment Skills:***

- Developed competency through clinical placements in monitoring health of individuals, groups and communities
- Highly competent in comparing assessment findings with what is expected for the condition, and include or exclude alternative diagnoses as developed through clinical rotations
- Proven ability to comply with relevant documentation requirements, including maintenance of client records and discharge planning developed through clinical placement at the Northern Health

### ***High Level of Patient Care:***

- Demonstrated in high quality of work attested by supervisors at Granny Smith's Aged Care Home
- Developed through clinical placement experience and attested to by clinical evaluation reports

## **Other Employment**

- Jun 2004 – Dec 2011**                      **Harvey Norman**  
*Customer Service*  
**Responsibilities**
- Analysed customers' needs to provide them with appropriate products
  - Provided consistently high-level customer service to clients
- Achievement**
- Promoted from entry-level position to a position that incorporates a higher level of autonomy and self-management, with the authority to make independent decisions

## **Professional Development and Training**

- 2011**                      Pain Management - Australian Nursing Federation  
**Jul 2011**                      Certificate IV Allied Health Assistant (Physiotherapy), Canberra Institute Technology

## **Interests**

Tennis - Member Casey Tennis Club  
Breast Cancer Walk for Awareness, Monash Student Union Team Leader  
Spanish - Learnt basic Spanish through Monash Short Course Centre

## **Referees:**

**Ms Tina Li**, Director of Nursing Latrobe Regional Hospital,  
Telephone: 03 9999 0000. Email: tli@hotmail.com

**Ron Gutenberg**, Nurse Unit Manager, Royal Children's Hospital  
Telephone: 03 9999 0000, Email: rgutenberg@rch.org.au

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