

Nursing Resume-Example

Florence Nightingale

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SUMMARY OF QUALIFICATIONS

- Licensure: Florida Registered Nurse
- Proficient in therapeutic and basic nursing care
- Excellent communication skills with patients, families, and staff
- Language: Bilingual English/Spanish
- Able to manage time & resources efficiently
- BLS & CPR Certification

EDUCATION

Barry University, Miami Shores, FL • **Bachelor of Science in Nursing**, GPA: 3.85 May 2014

CLINICAL EXPERIENCE

Jackson Memorial Hospital, Miami, FL: **Role Transition Rotation** Fall 2013

- Rotated through the Telemetry Unit, providing specialized care for patients who require frequent cardiac monitoring, have cardiac disorders, renal failure, respiratory failure, and general surgical patients

Holy Cross Hospital, Ft. Lauderdale, FL: **High Acuity Clinical Rotation** Summer 2013

- Rotated to NICU, CCU, CVICU, CVIMC, and IMC.
- Provided care for patients who were critically ill due to intracerebral hemorrhage, spinal injuries, brain and heart surgeries, stroke, cardiac conditions, hypertensive crisis, hypothermia.

Jackson Memorial Psychiatric Hospital, Miami, FL: **Mental Health Clinical Rotation** Spring 2013

- Alternated in Adult Intensive unit, and Health and Recovery unit.
- Cared for adults and seniors with mental health problems such as schizophrenia, suicidal ideation, drug and alcohol abuse, and developmental disorders

Miami Children Hospital, Miami, FL: **Pediatrics Clinical Rotation** Spring 2013

- Rotated through the Emergency Department, caring for children with complaints such as fever, respiratory problems and ear infections.
- Rotated through the Med-Surg floor and worked with children post-operatively recovering from surgeries such as knee replacement or fractured femur repair

Memorial Hospital West, Pembroke Pines, FL: **Obstetrics Clinical Rotation** Fall 2012

- Assisted with normal births and C-sections
- Alternated in the post neonatal delivery unit providing mother and baby care.

Veterans Affairs Hospital, Miami, FL: **Med-Surg Clinical Rotation** Spring 2012

- Cared for patients on the Med-Surg floor following an operative procedure.

Aventura Hospital, Aventura, FL: **Therapeutic Clinical Rotation** Spring 2012

- Was placed in the Med-Surge unit and provided basic patient care

OTHER PROFESSIONAL EXPERIENCE

Aeropostale Store, Hialeah, FL- **Cashier Leader** May 2012 - June 2013

- Authorized customer returns, exchanges, merchandise credits, and check authorizations
- Ensured all cashier employees followed regulations
- Provided training to new employee on cashier transactions
- Assisted in the preparation of daily deposits

The Rusty Pelican, Key Biscayne, Florida

January 2009 – September 2011

Waitress

- Presented menus to patrons and answered questions about menu items, making recommendations upon request
- Took orders from patrons for food or beverages, memorized orders, and entered orders into computers for transmittal to kitchen staff
- Ensured customers were enjoying their meals and took action to correct any problems
- Prepared checks and collected payments from customers

EFS Summer Camp, Clifton, New Jersey

Summer 2008 and 2009

Summer Camp Counselor

- Took primary responsibility for the health, well-being and happiness of campers
- Encouraged respect for personal property, camp equipment and facilities
- Enforced appropriate safety regulations and emergency procedures
- Met regularly with director regarding concerns, updates and challenges

AWARDS AND RECOGNITION

- Member, Nursing Honor Society “Sigma Theta Tau International”
- Member, Academic Honor Society “Delta Epsilon Iota”
- Member, Academic Honor Society “Phi Theta Kappa”
- Recipient of Barry University School of Nursing “Dean’s Award”
- Placed on Barry University “President List of Academic Honors” on multiple occasions
- Recipient of a scholarship from Barry University and the National Student Nurses’ Association

COMMUNITY SERVICE

- Shelton Academy Private School: Provided nutritional and disease prevention counseling to children and family
- Fred Lippman Multi-Purpose Center: Provided free counseling for older adults on fall prevention
- RCMA: Teaching/learning presentation to children
- Easter Seals: Performed mini-mental exams on Alzheimer patients
- Feeding South Florida: Sorted, checked, and repackaged donated foods
- Jubilee Center: Helped serve and distribute food to the homeless
- Gildas Club: Participated in support groups for cancer patients and family

Education Resume-Example

Sally Teacher

Miami, FL • (305) 555-5555 • s.teacher@barry.edu

SUMMARY OF QUALIFICATIONS

- Licensed in Elementary Education in Florida
- 1+ years of teaching and tutoring experience
- Experience in developing age-appropriate instructional methods
- Flexible with great ability to adjust to the needs of students

EDUCATION

Bachelor of Science in Education May 2013
Barry University, Miami Shores, FL

Certification May 2013
Florida Professional Certificate with endorsement in Elementary Education

TEACHING EXPERIENCE

Student Teacher Fall 2012
Nova Elementary School, Broward County Public Schools, Fort Lauderdale, FL

- Planned and set up classroom for school year opening.
- Developed lesson plans and instructed twenty-five second graders in all subject areas.
- Instructed reading groups in both whole language approach and basic readers.
- Analyzed student academic performance for mid-term reports.
- Participated in a school-wide spelling bee for second through sixth grade students.
- Prepared and participated in parent teacher conferences.

Group Leader 2010 – 2011
Children's World Learning Centers, Littleton, CO

- Supervised and instructed twenty preschool children.
- Prepared lesson plans and learning activities for large groups at the learning centers.
- Coordinated and supervised K-6 activities for before and after school and summer/winter vacation programs.

Lab Tutor Spring 2010
Creekside Elementary School, Cherry Creek Schools, Centennial, CO

- Developed learning curriculum in reading, math, writing, science, and art.
- Created thematic units for second, third, and fourth grades.
- Observed and tutored in a bilingual classroom.

RELATED EXPERIENCE

Nursery Attendant 2008 - 2009
Littleton Athletic Club, Littleton, CO

- Supervised children ages one to five.
- Organized structured play activities.

Camp Counselor 2007 - 2008
YMCA Camp, Littleton, CO

- Supervised twenty-five girls, ages seven to ten.
- Taught classes in music, recreation, and crafts.

AFFILIATIONS/ACTIVITIES

Member, Florida Chapter of International Reading Association 2010-2011
Vice President of Student Chapter, National Education Association 2010
Professional Seminars: Whole Language, Math Their Way, and Writer's Workshop 2010

Business Resume-Example

Mary Moneymaker

Miami, FL • 305-221-4567 • mmoneymaker@hotmail.com • www.linkedin.com/pub/moneymaker-mary/79/69/823

Summary of Qualifications

- Abundant experience using Microsoft software such as Excel, Word, and PowerPoint for data collection and projects, as well as Quickbooks software
- Mathematical and analytical skills to make proficient, independent decisions
- Excellent communication and customer service skills acquired through internships
- Strong ability to effectively work with diverse individuals and groups
- Effective management of tight schedules
- Very reliable, flexible, organized, and open to learning new material

Business and Finance Education

Barry University, Miami Shores, FL

May 2014

Bachelor of Science in Business Administration, Major: Finance

Dean's List Spring 2013 & Fall 2013 semesters

Selected Business and Finance Courses and Related Projects

- *Financial and Managerial Accounting*
- *Principles of Marketing*
- *Conflict and Negotiation*
- *Financial Markets and Institutions*
- *International Finance*
- *Fundamentals of Security Analysis*

Financial Analysis Experience

Barry University Student Managed Investment Fund

Fund Manager of the Consumer Discretionary & Consumer Staples Sector

Spring 2014

- Researched, analysed, and interpreted market situations of stocks and equities
- Prepared for weekly oral presentations of accumulated data on sector holdings
- Worked in a team atmosphere to gather and present information on sector overviews
- Managed a team of four analysts to review investment portfolio and specific sector holdings
- Formulated equity proposals for purchase
- Contributed data necessary for monthly reports for the advisory board members
- Brainstormed ideas to help improve the organization such as investment policy statement renewal, and leadership duties

General Member/Analyst in the Consumer Discretionary & Consumer Staples Sector

Fall 2013

- Presented weekly updates of assigned equity, Procter & Gamble Co.
- Helped run the financial valuation model for necessary analysis of proposed equities
- Worked in a team atmosphere to gather and present information on sector holdings
- Assisted fund manager with research needed for equity proposals such as Morningstar, Value Line and Net Advantage reports

Customer Service Experience

Fluent: Intern Fluent Digital Student Promoter representing Macy's

Spring 2014

- Conduct social networking and campus outreach to promote products
- Consistently report to an Accounting Manager in regards to weekly marketing targets
- Utilize online reporting website to report weekly activities

Miami Landmarks Society: Intern

June-August 2013 & December 2013

- Acquired necessary technical and analytical skills specific to the role of a service provider
- Introduced ideas to aid in the organization of a major annual event, Come Home to Miami
- Generated statistical information for programs offered through the organization as well employee payroll documentation
- Worked retail in the on-site museum store

College Activities

Community Service

- Volunteers with Barry University Student Managed Investment Fund at William Turner Technical High School where we teach a financial literacy course Fall 2013-Present
- Participated in Annual National Bride's Walk, two years consecutively Spring 2011-2012
- Participated in Annual Relay for Life at Florida Memorial University Fall 2012

Sport Resume-Example

Cindy Circuit

Miami Shores, FL CCircuit@mymail.barry.edu (305) 479-4687

SUMMARY OF QUALIFICATIONS

- Student-Athlete who excelled in Division II athletics
- Resourceful and creative in optimizing available resources
- Extremely personable worker with strong social skills who works well in team environments
- Experienced in public speaking and possess strong written/verbal communication skills
- Computer skills: Windows and MS Office, Word, Excel, PowerPoint, Outlook and Publisher
- Languages: Bilingual English/Spanish
- Enthusiastic professional with strong work ethic and attention to detail
- Ability to effectively work with diverse individuals and groups

EDUCATION:

Barry University, Miami Shores, FL
Bachelor of Science in Sport Management, GPA: 3.7/4.0

May 2009

PROFESSIONAL EXPERIENCE:

Sony Ericsson Open—2009, Coral Gables, Florida
Ticket Supervisor Intern

January 2009 – April 2009

- Supervised box office team members under the direction of the Ticket Manager
- Processed daily reports, organized will call and scheduled ticket sellers
- Processed daily sales and created sales reports for multiple events
- Coordinated premium ticket sales and invoicing for multiple events
- Worked with printing companies on design, layout and ordering of ticket stock
- Coordinated ticket requests for Sponsors, Media, and Tournament VIP's

EFS Summer Camp, Clifton, New Jersey
Summer Camp Counselor

Summer 2008

- Took primary responsibility for the health, well-being and happiness of campers
- Recognized and responded to opportunities for group problem solving
- Encouraged respect for personal property, camp equipment and facilities
- Set a good example for campers in all areas, including punctuality, clean-up chores, rules and sportsmanship
- Guided campers in in all aspects of camp activities
- Supervised, assisted instructors and actively participated in all aspects of the campers' day
- Enforced appropriate safety regulations and emergency procedures
- Met regularly with director regarding concerns, updates and challenges

COMMUNITY SERVICE:

- Camilla's House, helped serve food to underprivileged and homeless individuals 2006-2009
- Wheelchair Tennis Clinics at the NASDAQ 100-Open Miami, Florida 2006
- Habitat for Humanity, helped build houses for underprivileged individuals 2005
- Special Olympic Summer Games, assisted athletes with mental disabilities in their competitions 2005

AWARDS & ACTIVITIES:

- Team Captain, Softball 2008-2009
- Member of Barry University Sport Management Association 2008-2009
- Member of Student-Athlete Advisory Committee 2007-2009
- Division II Commissioners Honor Roll for Outstanding Athletic and Academic Achievement 2007-2008
- Dean's Honor List 2006-2008
- Sunshine State Conference Freshman of the Year 2006

Science Resume-Example

Doc Tor

Miami Shores, FL
(305) 354-3354 • DTor@mymail.barry.edu

SUMMARY OF LABORATORY TECHNICIAN QUALIFICATIONS

- Excellent analytical skills, detail oriented, disciplined, flexible, and organized
- Meets deadlines, works well under pressure, self motivated, cooperative team player
- Friendly outgoing personality enjoys working with people, strong communication skills

EDUCATION

Barry University
Bachelor of Science in Biology

Miami Shores, FL
May 2015

RELEVANT COURSEWORK

- Human Anatomy
- Human Genetics
- Disease Detectives
- Comparative Physiology
- Neurobiology
- Biostatistics

RESEARCH EXPERIENCE

School of Natural and Health Science, Barry University
STEM Poster Co-author

Miami Shores, FL
Spring 2014

- Poster title: CAK may play an important role in PMA-induced differentiation of TF-1a leukemia cells
- Prepared and maintained cell cultures
- Isolated and analyzed protein samples

LEADERSHIP EXPERIENCE

Minority Association of Pre-Health Students, Barry University
President

Miami Shores, FL
Fall 2013-present

- Demonstrated leadership, communication, organization, confidence, and effectiveness
- Coordinated the organization's budget activities to fund operations, maximize investments, or increase efficiency

American Medical Student Association, Barry University
Member

Miami Shores, FL
Fall 2013-present

- Participated in 'Adopt a Floor' at Jackson Memorial Hospital
- Organized recreational activities for the children

Physician Assistant Organization, Barry University
Member

Miami Shores, FL
Fall 2013-present

- Relay for Life American Cancer Society race participant
- Developed strategies to encourage new or increased contributions towards the fight for cancer

VOLUNTEER EXPERIENCE

- **Camillus House**, helped serve food to underprivileged and homeless individuals
- **Dr. Martin Luther King Day Challenge**, participated in community clean up

SKILLS

Computer: MS Office Suite

Laboratory: Microscope, aspartic technique

Languages: Fluent in Spanish and English

Functional Resume-Example

INEED A. JOB

Miami, FL • (305) 555-8175 • Ijob@mymail.barry.edu

SUMMARY OF QUALIFICATIONS

- Highly creative, inquisitive and resourceful; proficient in connecting with clients through new technologies
- Excellent communication and cross team collaboration skills
- Motivated and enthusiastic about developing good relationships with co-workers and clients
- Capable of managing tight schedules effectively

AREAS OF EXPERTISE

Applied Research / Campaigns

- Developed, in collaboration with team members, an event campaign for AIDS awareness
- Led team members in a marketing proposal for Erosion Restoration
- Assisted with the development of a marketing campaign for Home Away From Home
- Delivered presentations for campaigns to directors and CEO's of organizations and companies
- Developed lesson plans and activities tailored to campers' age, ability, and skill level

Creative / Detail Oriented

- Produced ad campaign strategies for a variety of products and services
- Designed thumbnails, roughs, and final comps for print, television and radio advertising
- Wrote copy for radio, television, and print media
- Used different design techniques to appeal to a wide range of audiences
- Developed themed lesson plans, for campers, around events and trips

Leadership / Teamwork / Community Service

- Participated in over 25 hours a week of organized athletic training
- Volunteered at *Miami Race for the Cure*, 2012-2014
- Hosted basketball clinic at local recreation center, 2013
- Fundraised and volunteered for Barry University Cancer Walk, 2012-2013
- Volunteered at *Special Olympics*, Miami-Dade, 2012
- Supervised a group of 20 children, ages 4-5
- Coordinated and participated in creative and educational activities

EXPERIENCE

Women's Basketball , <i>Team Member</i> , Barry University	Fall 2010- Spring 2013
The Buccaneer , <i>Writer</i> , Barry University Newspaper	Fall 2010- Spring 2013
PR Campaigns , <i>Team Member</i> , Barry University	Fall 2012
Marketing Management , <i>Team Leader</i> , Barry University	Fall 2012
Girard College , <i>Senior Camp Counselor</i> , Philadelphia, PA	Seasonal since 2011
Consumer Behavior , <i>Team Member</i> , Barry University	Spring 2010

EDUCATION

Barry University, Miami Shores, FL
Bachelor of Arts in Public Relations, May 2014
GPA: 3.3

SKILLS

Computer: Proficient in Word; PowerPoint, Excel; Internet, Knowledgeable in SPSS
Design Applications: Adobe Photoshop, Adobe Illustrator, Quark
Language: Fluent in English and Spanish

Curriculum Vitae – Example

Sally Jones, Ph.D.

Miami, FL

305-555-1234 • Drjones@gmail.com

EDUCATION

Barry University, Miami Shores, FL

Ph.D. in Military History; minor in American History (2001)

Dissertation: "A Winter Campaign: General Philip H. Sheridan's Operations on the Southern Plains, 1868-69"

Advisor: Dr. David Syrett

Drew University, Madison, NJ

Master of Science in History (1992)

Bachelor of Arts in History; minor in English (1980)

TEACHING EXPERIENCE

Barry University, Miami Shores, FL

U.S. History to 1877; U.S. History from 1865; The Civil War 2001 - present

Florida International University, Miami, FL

The Civil War; World Perspectives in History II (2003-2004, 2006)

Florida State University, Tallahassee, FL

Senior Coordinator, Peer Tutoring Program, History Department (1996-1997)

Themes in American History: The Frontier (1994-2000)

U.S. History to 1877; U.S. History from 1865; State and Local Government (1995-1996)

PROFESSIONAL AFFILIATIONS

- Board of Directors, New York Military Affairs Symposium (NYMAS), 2013 – Present
- American Historical Association, 2011-Present
- Western History Association, 2011-2013

PUBLICATIONS

Attack at Dawn: Phil Sheridan's Winter Campaign, 1868-1869. In preparation for University of Oklahoma Press.

The Little Bighorn Campaign, March-September, 1876. Revised paperback edition. Conshohocken: Combined Publishing, 2000.

"Hand to Hand." *Kansas Journal of Military History*, Summer 2005.

"Toward A Last Stand: Some Reflections on History and Myth," in *15th Annual Symposium, Custer Battlefield Historical & Museum Association, Inc.* Hardin, MT: n.p., 2002.

"Oscar Eaten By Wolves." *Film Comment*, November-December 1991.

"Los Diablos Tejanos." Review of Lone Star Justice: The First Century of the Texas Rangers, by Robert M. Utley. *Chronicles: A Magazine of American Culture*, November 2002.

Review of Ben Nighthorse Campbell: An American Warrior, by Herman J. Viola. *The American Spectator*, April 1994.

Review of The Oregon Trail/The Conspiracy of Pontiac by Francis Parkman. *The American Spectator*, December 1992.

Most Curriculum Vitae's comprise of multiple pages