

STUDENT NAME, BSN (CANDIDATE)

Address

Phone Number Email:

OBJECTIVE

Seeking a position as a **Registered Nurse in a New Grad Residency** Program with a growing hospital where I may apply my education and skills to promote quality patient care.

SUMMARY OF QUALIFICATIONS

- **Registered Nurse, FL** (pending NCLEX)
- Certifications: **BLS, ACLS** (*pending*)
- Patient centered health care professional.
- Excellent communication and organizational skills
- Highly proficient skills with computer (Word, PowerPoint, Internet Explorer, & EMR systems)
- Works well dependently and independently
- Excellent time management skills
- Dependable, reliable and punctual

EDUCATION

Bachelor of Science in Nursing – West Coast University, Doral, FL 04/2020 – 06/2023

- Official Graduation Date: 06/11/2023
- CGPA: 3.57
- Membership: Student Nurses Association (SNA)
- Dean's List Award Recipient

Associate of Science in Paralegal Studies – Colorado Technical University – Colorado Springs, 09/2010

CGPA: 3.69

STUDENT RN CLINICAL EXPERIENCE

West Gables Rehab , Miami, FL – Nursing Fundamentals; 90 hrs.	06/2019
Memorial Manor , Miami, FL – Medical Surgical 1; 135 hrs.	08/2019
Southern Winds Hospital , Hialeah, FL – Mental Health; 90 hrs.	10/2019
Holy Cross Hospital , Ft. Lauderdale, FL – Medical Surgical 2; 135 hrs.	01/2020
Swift River Virtual Clinical System - Maternal Newborn; 68 hrs.	04/2020
Swift River Virtual Clinical System – Pediatrics; 68 hrs.	06/2020
Swift River Virtual Clinical – Public Health; 90 hrs.	08/2020
Holy Cross Hospital , Ft. Lauderdale, FL – Medical Surgical 3; 135 hrs.	01/2021
Larkin Community Hospital , Ft. Lauderdale, FL – Integrations; Unit: ER; 96 hrs.	04/2023 – 06/2023

WORK EXPERIENCE

Legal Assistant – Landau & Associates, Doral, FL 10/2013 - Present

- Draft demand letters to Insurance Companies
- Preparing communications, such as memos, emails, invoices, and other correspondence.
- Creating and maintaining filing systems, both electronic and physical.
- Train all new employees to draft demand letters.
- Develop and finalize large projects and reports.

Receptionist and File Clerk – Pallo Marks Hernandez Gechijian & Demay, Palm Beach, F 02/2005 – 09/2013

- Answer and direct an average of 50 incoming calls per day, to ensure clients and each issue was handled appropriately.
- Meet and greet the Firm's clients, mediators, court reporters, claimants, etc.
- Ordering of supplies, liaison with telephone vendors and office equipment vendors, resulting in accurate supply inventory
- Opened and Closed Files to ensure accurate record keeping and efficient file and data record management.