

Jane Smith

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LICENSED PRACTICAL NURSE

Objective: Recent graduate with two years experience in hospital setting providing care to critically ill patients seeks full-time position as LPN in a New York City area hospital.

Education, Licensure and Certification

- Diploma in Practical Nursing, (2003), U.S. ARMY ACADEMY OF HEALTH SCIENCES
- 75 credits towards Biology degree, ACME UNIVERSITY, Anytown, ST
- Temporary License, Practical Nursing, State of [State] (expires 05/23/03)
- Licensed Practical Nurse, State of [State], (expect to receive 07/01/03)
- Emergency Medical Technician Certification (expires February, 2004)
- CPR Certification (expires November, 2003)

Areas of Knowledge and Experience

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|---------------------------------------|--------------------------------------|------------------------|
| ■ IV pumps | ■ tracheotomy care | ■ administer oxygen |
| ■ intravenous fluids | ■ artificial airways | ■ private duty nursing |
| ■ injections and immunizations | ■ chest, NG, gastric tubes | ■ pediatric care |
| ■ wound and burn care | ■ cast care, pin care, traction care | ■ oxygen therapy |
| ■ urinalysis, culture and sensitivity | ■ pediatric and geriatric base care | ■ labor and childbirth |
| ■ in-patient basic care | ■ casualty triage | |

Work Experience

Platoon Sergeant and LPN Student, UNITED STATES ARMY 11/01 to 04/03

Supervised and gave orders to 30 soldiers and assisted subordinates with their academics and physical challenges. Performed typical LPN responsibilities including observing, reporting and documenting patient activities; providing physical, emotional and social needs to patients; implementing appropriate nursing interventions; monitoring IVs and collecting specimens; preparing and administering medications and treatments; receiving, recording and transcribing orders; and evaluating results of treatment. Gained considerable experience in post-partum care and teaching patients how to care for infants.

Sales Representative, NAME OF COMPANY, Anytown, ST 06/00 to 08/00

Completed more than 40 sales presentations and earned over \$10,000 in sales.

Personal Assistant, NAME OF COMPANY, Anytown, ST 06/95 to 10/01

Worked summer months and school holidays while in high school and during army training. Performed general office duties -- receptionist, phones, filing, typing, scheduling meetings and bookkeeping.

Military Service

UNITED STATES ARMY AND UNITED STATES ARMY RESERVES 01/98 to Present

- Platoon Sergeant (2001 to 2003)
- Army Band (1998 to 2001)