**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Home Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ College Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Street: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Street: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**City: \_\_\_\_\_\_\_\_\_State: \_\_\_\_ Zip: \_\_\_\_\_\_\_ City: \_\_\_\_\_\_\_\_\_\_\_State: \_\_\_\_ Zip: \_\_\_\_\_\_\_**

**Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Experience**

**Staff Supervisor**  
**City Hospital**, Anytown, NY  
April 20XX – Present

- Responsible for management of nursing staff in Pediatric unit including scheduling, hiring, and task assignment.

- Supervise nursing staff in all aspects of patient care, including coordination of hospital services and discharge arrangements.

- Oversee supplies and equipment procurement for department.

**Head Pediatric Nurse**  
**Family Clinic**, Albany, NY  
May 20XX - April 20XX

- Responsible for scheduling nursing staff, oversaw maintenance of records of patient intake, HIPPA compliance and follow up programs.

- Coordinated individualized care and developed protocols with staff physicians.

- Oversaw daily patient care and quality of services.

**Registered Nurse**  
City Women’s Hospital, Highland, NY  
August 200X- May 20XX

- Responsible for intake and evaluation of patients.

- General patient care and coordination of patient services.

- Responsible for maintaining and filing patient records as needed.

- Assisted with other administrative duties as needed.

**Education**

**Columbia University**  
New York, NY

Master of Science, Nursing

**Mount St. Mary’s College**  
Newburgh, NY  
Bachelor of Science, Nursing

**Associations**

PNCB Certified Pediatric Nurse

Society of Pediatric Nurses

New York Board of Nursing