

Joann Smith
8888 Alls St
Lake Mary, FL 32738

12/10/2014

Florida Hospital, East
7727 Lake Underhill Road
Orlando, FL 32822

Dear Christina Mazzuchelli,

I am writing to express my interest in the Registered Nurse position in the Emergency Department that is available at your hospital. I will be graduating from Remington College School of Nursing in January 2015 with a Bachelor in Nursing from a 12 month accelerated program and also hold a Bachelor in Science with a Minor in Public Health from the University of South Florida.

I have 10+ years of experience as a surgical technician in veterinary medicine in which I learned critical decision making, high degree of attention to detail, organization, and team leading responsibilities. My clinical experience during my nursing degree has enabled me to develop skills that will prepare me for the diversity of nursing. I believe my educational background and previous work experience would be valuable to your facility.

I am eager at the opportunity to meet with you and discuss my application and experience at the time of your convenience. I may be reached at (407) 888-8888 or Joann1082@aol.com.

Thank you for your time and consideration.

Sincerely,

Joann Smith, BSN

John Smith

2140 Dash Road
Deltona, FL 32738

December 9, 2014

Christina Mazzuchelli
Nurse Recruiter
Florida Hospital East Orlando
7727 Lake Underhill Rd
Orlando, FL 32822

Dear Ms. Mazzuchelli:

I am writing in response to a graduate nurse job opportunity posted by Remington College School of Nursing. As you can see from my resume, I will graduate in January 2015 from the accelerated BSN program at Remington College School of Nursing. I am confident I can make a positive impact on your facility, your patients and their families with my educational background, exceptional patient care skills, hands-on nursing internship experience and special skills set.

I developed my leadership skills prior to enrolling in nursing school. I served in the United States Army from 2007 to 2013, completing my enlistment at the rank of Staff Sergeant. During this period, I managed multiple personnel ensuring proper delegation of assignments and materials, effective skills training, promotions, and was directly responsible for my subordinates. My experience as an intelligence analyst in the military allowed me to build a strong leadership role, to think critically, and to be responsible for subordinates in periods of extreme pressures and performance stress.

During my nursing clinical rotations, I have had the opportunity to work in several settings, including medical-surgical, obstetrics, pediatrics and emergency. These experiences allowed me to develop strong skills to prepare me for the challenges of nursing. I plan to complete my practicum rotation in January 2015 and am confident that I will continue to dramatically improve as a nurse.

My work experiences have equipped me to provide customer satisfaction, to function seamlessly as a team member and/or leader, to achieve excellence, and to be a life-long learner. As such, I am a low-risk/high success potential member of your next graduate nurse program. Thank you in advance for receiving my qualifications. I look forward to hearing from you.

Respectfully,

John Smith
Cell (860) 888-8888
JoS@yahoo.com
<https://www.linkedin.com/pub/john-smith/8b/228/8b2>

12/11/14

8888 Mill Dr.

Sanford, FL 32778

Florida Hospital East

Lake Underhill Rd.

Orlando, FL 32822

Dear Christina Mazzuchelli,

I am interested in the open E.D. R.N. position at Florida Hospital East. I am currently in a 12 month accelerated Bachelor of Science in Nursing program at Remington College School of Nursing with an anticipated graduation date of January 22nd, 2015. I am seeking my first nursing position with Florida Hospital East.

I have not only spent countless hours of required clinical work in various fields of nursing such as mental health, medical/surgical, pediatrics, obstetrics, and gerontology, I also am spending the six weeks of my nursing practicum on the ICU floor at ABC Hospital. Previous occupations have molded me into a team player who is highly adaptable to changing situations, calm in times of crisis, and gives exceptional customer service. I look forward to bringing my managing, supervising, planning, leadership, interpersonal communication skills and experience to succeed in an E.D. position at Florida Hospital East. Critical care nursing has been my interest since the beginning of nursing school and I am excited about the prospect of working at such a highly regarded institution.

Thank you for your time and consideration. I can be reached at (248) 888-8888 or johnsmith88@gmail.com. I will follow up with you in two weeks to discuss this position. I look forward to hearing from you.

Sincerely,

John Smith

December 15, 2014

4110 1st Street
Sanford, Florida 32771
Cell (321) 888-8888

Florida Hospital
601 East Rollins Street
Orlando, Florida 32803

Dear Florida Hospital Recruiter:

I am a newly graduated nurse from an accelerated 12-month Bachelor of Science in Nursing program seeking my first position in my nursing career. I am interested in a job at Florida Hospital because I find my values to be cohesive with the hospitals values. I believe that mind, body, and spirit are all three essential elements in the healing of a patient. I am applying for the position posted for new graduates in the Emergency Department.

Through my clinical rotations, I have had the opportunity to work in several settings, including a medical-surgical unit at ABC Hospital, pediatrics at EFG Hospital, obstetrics at HIJ Hospital, and mental health at LMN Hospital. I was also able to spend 144 hours at EFG Hospital during my preceptorship where I was able to expand my assessment, teamwork and leadership skills. My experiences throughout my clinical rotations enabled me to develop nursing skills that prepare me well for my nursing career. I am eager to work in the Emergency Department because since I was little I have wanted to be an ER nurse. The accelerated pace of my nursing program has taught me to be able to work fast pace and make decisions quickly. This hospital will be able to increase my knowledge and provide me with ongoing learning that I look forward to.

I am very interested in beginning my nursing career at Florida Hospital and believe that my skills and experiences have fully prepared me for this opportunity. Thank you for your time and consideration of my application. I will follow up with you in two weeks to discuss this position. I look forward to meeting you, and please do not hesitate to contact me at 321-888-8888 or email me at C888@gmail.com if you have any further questions.

Sincerely,

Joe Smith

Joann Smith
367 Pine Lane
Lake Mary, FL 33823

January 22, 2015

Nurse Recruitment
UC Disney Medical Center
888 East Rollins Street
Tampa, FL 32803

Hello. I am currently a BSN student at Remington College of Nursing in Lake Mary, FL, where I am training to become a general BSN prepared nurse. My expected graduation date is July 14, 2015. I am interested in the October 26, 2015 cohort for the Nurse Residency Program at UC Disney Medical Center.

I am looking for a Graduate Nurse Program that will give me a more rounded and extensive nursing experience. I have worked at UC Disney Medical Center as a HUSC III in the past and know it as a very reputable establishment. I would like to have solid training in Nursing and I know I will receive it there. My foundation for healthcare comes from my learning and experiences at UCDMC as this was my first job in the healthcare system and I would very much like to further my career at this hospital.

I will have completed 696 hours of clinical experience by graduation including an intensive preceptorship. I will be sitting for NCLEX as soon as possible after graduation and have already contacted the Florida Board of Nursing for direction in transferring licensure. I have done well grade-wise and had perfect attendance for the entire program thus far. I have available unofficial transcripts and letters of recommendation as well as a breakdown of clinical rotations for your perusal.

I am currently a Certified Surgical Technologist as well as a Telemetry Tech and have almost 10 years of previous experience in an Acute Care, Level I facility settings at UC Disney Medical Center, UCLA Medical Center, Legacy Hospital and Orlando Regional Medical Center respectively as well as lower level of care Medical Centers. I am BLS for Healthcare Providers certified, NIHSS and NRP Certified and will be going for my ACLS for Providers certification in June.

I am available for an interview at your convenience. Please feel free to contact me at 888-888-8888 or email joann.smith@abc.com

Sincerely,

Joann Smith, CST

December 9, 2014

8888 Bank Court
Oviedo, Florida 32765
(407) 888-8888

Florida Hospital
1414 Kuhl Avenue
Orlando, FL 32806

Dear Hiring Manager for the Florida Hospital Graduate Nursing Program,

In regards to the job posting for graduate nurses on the Florida Hospital website, I am very pleased to be writing with the intent to apply. I will be graduating from Remington College School of Nursing in January of 2015 and feel my clinical experiences and extensive education background will allow me to be successful in the position at hand. I find the mission statement of Florida Hospital to be congruent with my focus in providing patient care.

I've had the pleasure of working on PCU at ABC Hospital with Orlando Health as well as rotations on various floors of EFG Hospital and LMN Hospital in downtown Orlando. I was able to advance my skills in patient assessment and gain further hands on experience in total patient care. These rotations have only proven to strengthen my skills as a new nurse and allow me the chance to observe and learn from an experienced and knowledgeable staff. I am confident my previous time there has only set me up for a successful future as a part of your team.

Prior to my start of nursing school, I spent three years at Florida State University acquiring a Bachelor of Science in Exercise Science and graduated from Remington College of Nursing in Lake Mary, Florida with a Bachelor of Nursing. I have a passion for caring for clients and believe in upholding the standards of care while always being an advocate for the patient.

I'm interested in working in an environment that promotes professionalism and ethics with a direct focus on patient needs. I feel being a part of Florida Hospital will accomplish these ambitions and also allow me to further reach my goal of working in an emergency room setting.

Thank you for your time. I look forward to speaking with you in person concerning the listed position and will follow up with you to answer any questions you may have in regards to my fit for the job. I can be contacted at (407) 888-8888 if anything further should be addressed before then.

Respectfully,

Joann Smith
Email: Joann.Smith@gmail.com

Joann Smith
123 ABC St.
Lake Mary, FL 32738

12/10/2014

Florida Hospital, East
7727 Lake Underhill Road
Orlando, FL 32822

Dear Christina Mazzuchelli,

I am writing to you regarding the Emergency Department Registered Nurse position you recently informed the staff of Remington College about. When I saw the opportunity had become available, I was thrilled as I think I would be the best candidate for this position.

In January 2015 I will be completing the accelerated BSN program from Remington College School of Nursing in Lake Mary, FL. Shortly after graduation, I will complete the NCLEX and become a registered nurse. My education has provided me with the skills necessary for the entry-level position of an Emergency Department Registered Nurse. Focusing on patient care as the highest priority, I have been adequately trained to implement the nursing process, follow through with charting, and manage my time in an efficient manner. Additionally, I am confident in my communication skills with patients and their families, as well as the health care team members and physicians.

This position would be a dream come true for me. I am a native to the Central Florida area, and have grown up with my family visiting Florida Hospital for as long as I can remember. My Bachelor of Science in Nursing, as well as my first degree in Biology, will allow me to be of great service to your hospital.

Please accept my enclosed resume. I am available to meet with you any time, Monday through Friday. I will be contacting you in two weeks to follow up regarding the position.

Thank you for your time.

Sincerely,

Joann Smith
(407) 888-8888
JoSmith@gmail.com

Joann Smith

123 All St.
Deltona, FL 32738

407-888-8888
Joann Smith@aol.com

Objective:

Join a medical organization as a graduate nurse to use my exceptionally quick learning abilities to work hard, implement health care practices, and provide security to patients, family members, and hospital staff while developing my nursing experience and skills.

Education:

Remington College School of Nursing	Bachelor of Science in Nursing, Jan. 2015 12 month accelerated program	Lake Mary, FL
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University of South Florida	Bachelor of Science in Biology, Dec. 2009 Minor: Public Health	Tampa, FL
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Clinical Experience:

Nursing Care of the Adult	Central ABC Regional Hospital	Sanford, FL
Public Health Nursing	Orange County Health Department	Sanford, FL
Nursing Care of Women	LMN Hospital for Women & Babies	Orlando, FL
Nursing Care of Children	POD Hospital for Children	Orlando, FL
Mental Health Nursing	Orlando Behavior Hospital	Orlando, FL

- Participated on a health care team to plan and provide quality care for patients
- Conducted head to toe assessments of patients
- Assessed and monitored patients status and provided personal care
- Administered medications as ordered by the physician
- Evaluated patient knowledge and provided education as needed
- Interacted with patients and their families to promote a supportive environment

ABC Regional Hospital

Clinical Practicum, Progressive Care Unit, 144 hours completed

- Functioned in the role of a RN under supervision of a RN preceptor providing comprehensive care to adults and their families experiencing acute medical-surgical health alterations

Work Experience:

April 2012 - Jan. 2014	<i>Surgery Technician</i> , Veterinary Specialists	Maitland, FL
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- Monitored anesthesia and patient during various surgeries
- Performed tasks including pre-surgery diagnostic lab test, prepared and scrubbed surgical sites for sterile procedures, assisted the veterinarian during procedures, bandaged wounds, and placed urinary or intravenous catheters.
- Operated and maintained surgical equipment, administered fluids, gave intravenous or intramuscular injections, drew blood, updated patient's charts, filled prescriptions, assisted with exams, and advised pet owners on post-operative care and medication dosages.
- Proven commitment to go beyond client expectations.

Feb. 2004 - April 2012	<i>Lead Surgery Veterinary Nurse</i> , BFF Pet Hospital	Oviedo, FL
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- Performed numerous procedures including dental cleaning, monitoring anesthesia, choosing and placing appropriate catheters, and performing minor surgeries. Required judgment in monitoring pet responses and maintaining safety protocols and standards.
- Conducted procedures including blood, fecal, and other samples while reading results in a timely manner with high degree of accuracy.

- Trained associates to monitor anesthesia and performing minor surgeries, maintained surgery equipment, and maintained and ordered supplies.
 - Makes individual commitment to team goals. Supports and responds to other team member's needs. Willing contributor to team problems solving/decision making.
-

Certifications:

- ACLS (Advanced Cardiac Life Support) Certification through American Heart Association, Current-2016
- BLS (Basic Life Support) Certification through American Heart Association, Current-2015
- Certified Veterinary Dental Technician, 2004

Volunteer Experience:

July 2013- Sept. 2013 Ambulatory Care Center, ABC Medical Center Orlando, FL

- Assist nurses and medical staff to provide safety, comfort and care of patients

Professional Organizations:

- National Student Nursing Association, Jan 2014-Current

Joann Smith
367 Pine Lane
Lake Mary, FL 33823

January 22, 2015

Hiring Manager
Florida Hospital
601 East Rollins Street
Orlando, FL 32803

Dear Hiring Manager:

I am writing to express my interest in the **Graduate Nurse** program at Florida Hospital. I will be graduating from Remington College of Nursing with a Bachelor of Science in Nursing degree in January 2015. I believe that Florida Hospital will help me to continually grow as a nurse who seeks to provide the highest quality of care and a healing environment for patients and their families.

- **Healthcare Experience**

I have been able to work in various settings during my clinicals in nursing school, such as Multisystem PCU, Surgical/Orthopedics, Pediatric Special Care (Critical Care Unit), Pediatric Orthopedics/Neurology, and Labor & Delivery. In addition to clinical experiences in nursing school, I have volunteered frequently in the pediatric primary care clinic at Lakeland Volunteers in Medicine, a volunteer-run clinic that provides services to the working uninsured population. These experiences have helped me to learn how to adapt to the needs of different populations.

- **Education Experience**

As a previous preschool teacher, I frequently used developmentally appropriate activities to help stimulate learning and participation. I provided excellent classroom management and communicated regularly with parents to keep them informed about their child. Education is a major component of nursing and I believe that my experiences will help me to effectively educate and address patients' concerns.

My clinical experiences during nursing school as well as my personal experiences have greatly prepared me to enter the nursing profession. I am also fluent in Haitian Creole and speak French at an intermediate level. If you have any questions, I can be reached at this number 954-888-8888 or at this email address me18@gmail.com. Thank you for your consideration and I look forward to speaking with you in the near future.

Sincerely,

Joann Smith

Joann Smith

888 Pary Drive, Winter, FL 34787

Phone: (407) 888-8888 E-Mail: joannsmith@gmail.com

Education

Remington College of Nursing, Lake Mary, FL

BS, Nursing to be completed in January, 2015

University of North Florida, Jacksonville, FL

BS, Biology, 2011

Experience

Clinical Experience

January 2014 - January 2015

- Essentials of Nursing Practice, 123 Central Hospital, Orlando, FL (108 hours)
 - Provided application of nursing skill fundamentals.
- Nursing Care of the Adult, 123 Central Hospital, Orlando, FL (144 hours)
 - Provided application of the nursing process to an adult population, focusing on a variety of health care scenarios in a multi-cultural environment.
- Public Health Nursing, Various Organizations in the Orlando, FL area (36 hours)
 - Provided application of the care of the public health client in various situations.
- Nursing Care of Women and Children, ABC Hospital and LMN Hospital, Orlando, FL (108 hours)
 - Provided application of care of the childbearing and pediatric client and their families in complex situations.
- Mental Health Nursing, ABC Behavioral Hospital, Orlando, FL (72 hours)
 - Provided application of care of the patient experiencing altered mental status, with the goal being improving their mental health status.
- Nursing Care of the Older Adult, LUC Medical Center and Disney Hospitals, Orlando, FL (36 hours)
 - Provided application of care of older adults with and without chronic health problems.
- Transition to Practice, to be determined and completed (144 hours)
 - Placement and experience to be determined.
- Each clinical experience included the provision of quality health care to patients while under the supervision of a clinical instructor and nursing staff.

Veterinary Technician

Various Locations, 2000 - 2013

- Obtained objective and subjective information from pet owners. Obtained vital information and implemented any orders the doctors deemed necessary. Assisted in hundreds of surgical procedures which included administering and monitoring anesthesia throughout procedures, placing IV catheters, starting IV fluids, intubating patients, and cleaning teeth for dogs and cats. Lab responsibilities included preparing and interpreting sample for fecal analysis, urinalysis, skin and ear cytology and preparing and running lab work with state of the art laboratory equipment. Also, assisted with acupuncture treatment and laser therapy as alternative medicines. Provided excellent service through all patient and owner interactions.

Licensures & Certifications

Registered Nurse - To be acquired upon passing the NCLEX in Spring 2015

Basic Life Support (BLS) certified by American Heart Association

References

Erica Smith, R.N., BSN, MSN, N.P.

NICU Nurse

ABC Hospital

83 Miller Street

Lake Mary, FL 32806

(407) 888-8888

ericasmith@hotmail.com

Katie Smith, DVM

Owner, Veterinarian

ABC Animal Hospital

123 2nd Avenue

Lake Mary, CO 80544

(303) 888-8888

ksmith@hotmail.com

Dr. Angel Smith, R.N., BSN, Ph.D.

Professor

Remington College of Nursing

660 Century Point #1050

Lake Mary, FL 32746

(407) 123-4567

Angel.smith@remingtoncollege.edu

Joann Smith

88 Bank Court, Oviedo, FL 32765
Joann.Smith1@gmail.com
(407) 888-8888

EDUCATION

Bachelor of Science in Nursing

Expected Graduation: January 2015

- Twelve Month Accelerated BSN Program

Remington College of Nursing, Lake Mary, FL

Bachelor of Science in Exercise Science

Graduation Date: April 2011

Florida State University

PROFESSIONAL EXPERIENCES

-
- Medical-Surgical
- Practicum: Cardiac Intervention Unit at ABC Medical Center 144 hours
- Preceptor Sheila Smith
 - 27 bed unit; Complete care for post cardiac operations including defibrillators, pacemakers, cardiac catheterizations, etc.
- Nursing Rotation at Dr. Phillips Hospital, Orlando, FL 164 hours
- Bedside care including but not limited to total patient assessments, medication administration, tracheostomy tube care, wound dressing changes, and PEG tube feedings.
 - Employed the use of Sunrise in charting client assessments and the real time documentation of vital signs
- Pediatric Nursing Rotation at 123 Hospital for Children and Families 36 hours
- Total client care on an acute pediatric unit as well as specialized care on a hematology/oncology floor
- Obstetrics Nursing Rotation at ABC Hospital for Women and Babies 60 hours
- Nursing care for pregnant women and newborns with time spent in the nursery, on a mother/baby unit, and neonatal intensive care
- Public Health Nursing Rotation 36 hours
- Women's Drug Rehabilitation Center
 - Opiate and alcohol addictions, group therapy, and medical care for recovering addicts
 - Community Food and Outreach Program
 - Blood pressure readings, assessments, community groups, and assisting the homeless with signing up for food stamps and over government aids
 - Orange County Health Department
 - Immunizations and vaccines, education groups, and time spent in WIC for pregnant mothers and infants
- Mental Health Nursing Rotation at ABC Behavioral Health Hospital 72 hours
- Multidisciplinary care on mental health units from acute psychiatric disorders, pediatrics, geriatrics, and partial hospitalization inpatients
- Gerontology Nursing Rotation 36 hours
- LMN Rehabilitation Orlando
 - Specialized care for individuals suffering from trauma, debilitating disorders, and severe injuries
 - POB Hospital Orthopedic/Neurology Unit
 - Complete nursing care for clients suffering from orthopedic injuries and neurologic disorders
- The Park Restaurant: Bartender/Server 2012 – Present
- Worked in a team setting to provide exceptional customer service
 - Maintained a good rapport with guests, the management team and the staff
 - Exhibited a friendly and professional attitude and upheld the code of conducts stated in the employee manual
- ABC Dermatology and Cosmetic Surgery 2012 - 2013
- Insurance verifications, medical records requests, documentation, patient files and charting, and maintaining a energetic and professional demeanor in an office setting

VOLUNTEER EXPERIENCE

-
- Cambodia and Vietnam Vision Trip 3 weeks
- Visited several organizations including Chab Dai Coalition for Women and Children, World Health United, and International Justice Mission with a specific emphasis on working with victims of sex trafficking

AWARDS AND CERTIFICATIONS

Cardiopulmonary Resuscitation (CPR) by American Heart Association
BLS Certification

REFERENCES

George Smith, MSN, MBA, RN-BC, CCRN, CEN, CNE:

- Phone number: 407-123-4567
- Email Address: George.Smith@remingtoncollege.edu

Kelly Sandy, MSN, RN

- Email: Kelly.Sandy@remingtoncollege.edu
- Phone: 321-946-0136

Ora Smith, Ph.D., RN

- Email: Ora.Smith@remingtoncollege.edu
- Phone: 407-896-8888

Joann Smith

2726 Springs Loop, Oviedo FL 32765 • 888-888-8888 • JoSmith2@gmail.com

EDUCATION

Remington College School of Nursing, Orlando FL, Bachelor of Sciences in Nursing	Graduation: 01/2015
Queens College (CUNY), Queens, NY. Bachelor of Arts in French	02/1998

Licenses and Certifications

• Basic Life Support, ACS	2015	• Nursing Assistant License, FL	2011
• Licensed Insurance Agent, FL	2014	• NSNA member, FL	2014
• NIH Stroke Certification	2014	• Cosmetology license, NY & FL	2014

EMPLOYMENT HISTORY

Disney Hospital, 144 hours of Practicum, Medical Surgical Unit, Orlando FL	2014- 2015
• Delivered holistic nursing care to diverse client populations across all developmental stages on medical surgical, pediatric, geriatric, maternity, mental health behavioral center, county health department, and health fairs	

123 Medical Center - Licensed Health Agent - Orlando FL	09/2013- 02/2014
• Responded to inbound and placed outbound calls to maintain existing customer relationships	
• Built rapport with new and existing customers using a consultative sales approach	
• Maintained regular contact with designated accounts per established sales process requirements	

ABC Center - Certified Nursing Assistant - Lake Mary, FL	
▪ Memory Care Unit, Oakmonte Village ALF, Lake Mary, FL	07/2013- 09/2013
▪ Pediatrics Disability, ChildrenFirst, Orlando, FL	05/2013- 09/2013
▪ Assisted Living Facility, Westchester ALF, Orlando, FL	05/2012- 05/2013
• Assisted patients with activities of daily living	
• Recorded weight, vital signs and intake and output	
• Cared for diverse population: elderly, disabled, and dementia patients	
• Communicated with patients, families and staff to ensure welfare of the patients	

Cosmetologist

▪ Self-employed, Queens, NY	01/2001- 05/2012
▪ Regis Corporation, Nassau, NY	11/2001- 01/2009
• Consulted, educated and recommended clients and offered suitable services and products	
• Tactfully handled confrontational or stressful interactions with the public	
• Trained new employees on company policies and techniques to perform services	
• Completed supporting paperwork and data entry as required and maintained service reports	

VOLUNTEER EXPERIENCE

Center for Multicultural Wellness and Prevention, Orlando FL	09/2014- present
Hospice of the Comforter, Altamonte, FL	01/2012- 04/2012
North Shore-Long Island Jewish Hospital, American Cancer Society, Nassau, NY	03/2002- 09/2002

Joann Smith

111 ABC Circle
Orlando, FL 32824
(407)888-8888
JoSmith@gmail.com

EDUCATION

Bachelor of Science in Nursing — 2014-Present

Remington College School of Nursing, Lake Mary, FL

Anticipated graduation date January 2015

Bachelor of Science in Biological Science — 2008-2012

Florida State University, Tallahassee, FL

Minors in Chemistry and Psychology

Sigma Alpha Lambda National Honor Society

Study abroad in Florence, Italy Summer of 2010

CLINICAL EXPERIENCE

Practicum at ABC Hospital, Orlando, FL- 144 Hours

- Provided total care for as many as five to six patients per shift on a Neuro. Med/Surg floor

Clinical Rotations at People's Health, Orlando, FL — 2014

- Medical/Surgical at Dr. Phillips Hospital PCU - 184 Hours
- Obstetrics at Winnie Palmer Hospital - 48 Hours
- Pediatrics at Arnold Palmer Hospital - 24 Hours
- Gerontology at Dr. Phillips Hospital and Lucerne Pavilion - 36 Hours

WORK EXPERIENCE

Merchandise at Disney, Orlando, FL — June 2012-January 2014

- Worked with a team to ensure customer satisfaction in all aspects of their experience

CERTIFICATIONS

American Heart Association Basic Life Support — January 2014-Present

National Institute of Health Stroke Scale — November 2014-Present

PROFESSIONAL ORGANIZATIONS

National Student Nurses' Association — January 2014-Present

- Collaborate to raise funds for Kids House Children's Advocacy Center

VOLUNTEER EXPERIENCE

Volunteer at Nemours Children's Hospital — August 2012- December 2013

- Coordinated activities for the patients while waiting for their appointments

REFERENCES

John Doe, MSN, RN — Medical/Surgical Clinical Instructor

(321)888-8888

john.doe@remingtoncollege.edu

660 Century Point, Suite 1050, Lake Mary, FL 32746

George Smith, MSN, MBA, RN-BC, CCRN, CEN, CNE — Professor

(407)123-4568

George.Smith@remingtoncollege.edu

660 Century Point, Suite 1050, Lake Mary, FL 32746

Jeff Linden, MSN, RN — Professor

(407)896-7894

Jeff.Linden@remingtoncollege.edu

660 Century Pointe, Suite 1050, Lake Mary, FL 32746

Joann Smith

Cell: 904-888-8888 | Email: joannsmith928@yahoo.com

EDUCATION

Bachelor of Science, Nursing

Jan 2014- Anticipated graduation date Jan 2015 | Remington College School of Nursing | Lake Mary, FL

Bachelors of Science, Health Sciences, Pre-clinical

Aug 2008- May 2012 | University of Central Florida | Orlando, FL

CLINICAL EXPERIENCE

Nursing Student | Practicum at ABC Hospital CPCU Unit | anticipated 144 hours

Duties include but not limited to:

- Providing total care for 5-6 patients
- Worked with a team of physicians, nurses, and clinical technicians

PROFESSIONAL EXPERIENCE

Certified Nursing Assistant | ABC Care | January 2013- Present

Duties include but not limited to:

- Taking care of a patient's personal hygiene including bed bath, nail and mouth care etc.
- Assist patients walking and help with ROM exercises
- Tidy patient's room
- Help with feeding the patient and assisting in cooking meals throughout the day

Certified Nursing Assistant | 123 Care | December 2012- March 2013

Duties include but not limited to:

- Taking vital signs
- Helping with patient's activities of daily living (ADL's)
- Collecting samples for testing
- Monitoring food and liquid input/output

Certified Nursing Assistant | ABC Home Care | May 2012- December 2012

Duties include but not limited to:

- Assist patients entering or leaving their beds
- Feeding patients and monitoring intake and output
- Assist patients with walking and various exercises
- Taking care of a resident's personal hygiene including bed bath, shaving, nail care etc.

Personal Assistant | 123 Lifestyles | June 2011- April 2012

Assistant to a Certified Holistic Health Practitioner

Duties include:

- Scheduled appointments and aided in follow- up post counseling sessions
- Screened clients for pre health counseling sessions

Assistant | A&B Global | May 2008- August 2008, May 2009- August 2009

Assistant for an Internet sales company

Duties include:

- Assisted in all basic office duties i.e. customer service, filing, answering phone calls, scheduling appointments

Joann Smith

Cell: 904-888-8888 | Email: joannsmith928@yahoo.com

SERVICE

Volunteer | LMN Florida Hospital | June 2010 – August 2011

Volunteer in the short stay surgery department

- I ensure that each patients family/friends are notified with any information concerning their loved ones while in surgery or in the recovery room

Volunteer | ABC Hospital for Women & Babies| August 2010- October 2010

Volunteer on a mother/ baby floor

- Restocked all cabinets on the floor and in the nursery
- Attended to each mothers need on the floor whether they needed their nurse, water, or just someone to talk to

LICENSE/ CERTIFICATION

Certified Nursing Assistant (CNA) Certification

American Heart Association BLS for Healthcare Provider

NIHSS Certificate

HONORS & MEMBERSHIPS

Florida Bright Futures Scholarship recipient

National Student Nurses Association member

Remington Nursing Student Association member

Joann Smith

Cell: 904-888-8888 | Email: joannsmith928@yahoo.com

References

Jeanie Flamily

Supervisor

St. Cloud, FL 34771

407-301-5551 or rjfloveslife@gmail.com

Dr. Debra Orr

Professor/ Clinical Instructor

660 Century Point, Suite 1050 Lake Mary FL, 32746

407-421-7168 or debra.orr@remingtoncollege.edu

Professor Sharon Haylett

Clinical Instructor

660 Century Point, Suite 1050 Lake Mary FL, 32746

216-534-0162 or sharon.haylett@remingtoncollege.edu

Dorothy Pierre

Practicum Instructor

9400 Turkey Lake Rd, Orlando, FL 32819

321-202-1385 or dorothy.pierre@orlandohealth.com

JOANN SMITH, CST

123 Silver Circle, Apt. 206 | Lake Mary, FL 32746 | 518.888-8888 | joann.smith@gmail.com

EDUCATION

- **Remington College of Nursing, Lake Mary, FL** Bachelor of Science in Nursing [GRADUATE 7/14/15]
- **ABC Career College, Portland, WA** Surgical Technologist program
- **The College of St Francis, Albany, CO** Bachelor of Arts in English

EMPLOYMENT HISTORY

Student Nurse; Clinical Rotations, Remington College of Nursing

7/24/2014 — 7/14/2015

Orlando, FL

- Completed 696 hours of generalized nursing including a focused preceptorship. Learned all nursing skills applicable to becoming a general Nurse. Completed rotations in Med/Surg, Public Health, OB, Peds, Mental Health, and Gerontology, on floors such as PCU, NICU, PICU, L&D, PP, Rehab, and Inpatient Psych with graduation from CCNE accredited Nursing program after completion of Clinicals. See attached for breakdown of Clinical hours. BLS certified. NIHSS certified.

Surgical Technologist, 123 Regional Medical Center

7/9/2012 — 7/9/2014

Hilton Head Island, CA

- Working as **Surgical Technologist** primarily for OB/Gyn with cross-training [open and laparoscopic cases] to the Main OR including General, GYN and Heart cases. Duties to OB floor include scrubbing cases both emergent and scheduled, taking call, venipuncture, assisting Nurses with patient care [adult and neonatal], routine vitals monitoring, stocking and ordering supplies, computer, phones, dressing and cleaning the OR before and after cases. Assist with OR education competencies for OB floor. NRP certified. BLS certified.

Surgical Technologist; Clinical Rotation, Legacy Hospital

10/1/2011 — 1/19/2012

Portland, WA

- Completed 500 hours of OR service and 162 cases. Scrubbed in on cases ranging from ENT, GYN, ORTHO, NS, URO, GEN and PLS to Burns. Learned various ways to scrub a case, stock for cases, Central Supply duties, and case cart setup for following cases. Learned overall details for being a Surgical Tech at a Level I Trauma center. Initial training and certification through NBSTSA as **Surgical Technologist** and graduation from CAAHEP accredited Surgical Technologist program after completion of Clinicals. BLS certified.

Hospital Unit Service Coordinator III /ACP, UC Disney and UCFL Med Centers

3/1/2006 — 11/7/2010

Sacramento and Los Angeles, FL

- Served as coordinator between patients, families, Doctors, Nurses and various hospital personnel at both UCDCM and UCLA. Worked at UCDCM as a HUSC III primarily on Labor and Delivery and Trauma Nursing Unit, but floated to 19 other specialty floors including ICU's, Med/Surg, Oncology and Rehab floors. Processed medical orders through EMR, handled multi-line phone system, patient call system, filing, kept logbooks, assisted with triage, patient admitting, assisted Nurse Manager in various projects related to hospital affairs. Trained as **Telemetry Technician** at UCLA. BLS certified.

COMPUTER PROFICIENCIES

- MS Office, EMR/Epic, Essentris, Meditech, Sunrise, Cerner, PC based programs, Mac based apps

VOLUNTEER WORK

- **NSNA National Student Nurse Association** Member and Fundraiser
- **AST Association of Surgical Technologists** Member; Article accepted for 11/15 publication in AST national magazine Author
- **Inerman's Angels Mentoring Program** Mentor
- **UC Disney Medical Center, Trauma Nursing Unit** Floor volunteer
- **Mercy General Hospital, SICU, MICU** Floor volunteer

Clinical Experience	Dates	Hours (Total: 696 hours)	Hospital/Institution	Department
Nursing Care of the Adult-Med/Surg	9/12/14-1/16/15	252 hours	ABC Hospital	PCU
Public Health	10/28/14-1/6/15	36 hours	Orange County Health Dept., The Comforter, Towns Home Care and Rehabilitation Services, Kisses County Health Fair	County Health Dept., Hospice, Home Health, Community Outreach Health Fair
OB/Peds	1/30/15-3/27/15	108 hours	ABC Women's Hospital, 123 Children's Hospital, Mommy Children's Hospital	L&D, Postpartum, Nursery, Triage, Acute care pediatrics, Med/Surg Peds unit, NICU, PICU
Mental Health	2/3/15-3/31/15	72 hours	ABC Behavioral Center	Deep Psychosis, Outpatient Day Therapy, ECT, Intake, Peds, Mood Disorder, Substance Abuse Units
Nursing Care of the Older Adult-Gerontology	5/26/15-6/2/15	36 hours	ABC Rehabilitation, 123 Rehab Hospital	Rehab, Gerontology
Preceptorship-Med/Surg	6/8/15-7/13/15	144 hours	TBD	Med/Surg
Assessment/Clinical Applications	8/1/14-9/5/14 and 4/27/15-6/5/15	24 hours and 24 hours	Remington College of Nursing	On campus Labs

Joann Smith

123 Ridge Dr.
Rico, FL 33594
813-888-8888
JoSmith@msn.com

Education

- Bachelor's of Science in Nursing from Remington College School of Nursing, accelerated nursing program. – Lake Mary, FL – Anticipated graduation date: July 2015
- Bachelor's of Science in Exercise Science from the Florida State University in May 2013.

Student Clinical Experience

- Accumulated practicum hours of 144 done at ABC Medical Center.
- All clinical hours during the accelerated BSN program at Remington College School of Nursing done under the ABC Healthcare System.

Work Experience

Dillard's- Sales Representative

May 2014- July 2014

- Achieved expected sale goal each week with expertise of merchandise.
- Assisted manager closing the store by calculating profit earned each day.

Macy's - Sales Representative

May 2012-May 2014

- Helped managers with inventory issues.
- Helped set up and make visual decisions regarding placement of product throughout the store.

Walgreens Pharmacy - Technician

August 2013- March 2014

- Answered phone calls from doctors' offices and insurance companies verifying patient information.
- Helped customers at pick-up and drive-thru with payments and assisted customers with medication questions that could be answered at a pharmacy technician level.

Activities

- YMCA volunteer (summers only) May 2011- present.
 - created activities for children to participate in.
- Volunteered at 123 General Hospital May 2013- May 2014.
 - Ran errands for various departments.
- Active Volunteer at the Veterans Hospital October 2011-May 2013.
 - Organized and input patient data into computer system and helped physical therapists with range of motion activities done with the patients.
- Entertainment Committee Relay for Life August 2010-May 2013.
 - Organized various speakers and games for the Cancer Association.
- Active member of the Catholic Student Union August 2009- May 2013.
 - Participated in Habitat for Humanity.
- Historian for the Indian Student Association July 2012- May 2014.
 - Helped with planning events such as Diwali, Holli and monthly meetings.

Skills

- Certified pharmacy technician.
- CPR Certified.
- NIH Stroke Scale Certified.
- Institute for Healthcare Improvement Patient Safety certified.
- Able to organize an event with little or minimal help.
- Great communication skills due to being a sales representative.
- Able to help a family in need by helping construction workers re-build their home.
- Excellent computer skills with the knowledge of using Microsoft Excel and Microsoft PowerPoint.
- Able to speak fluently in Malayalam (Indian language).
- Teaches dance to Indian children.
- Athletic; plays volleyball, swims.

References

- George Smith, MSN, RN
Clinical Instructor for Essentials of Nursing, Adult Nursing Care and Gerontology Nursing
Address: 660 Century Point #1050, Lake Mary, FL 32746
Phone number: 888-888-8888
- Betty Smith, MBA, MSN, RN
Dean of Remington College School of Nursing
Address: 660 Century Point #1050, Lake Mary, FL 32746
Phone number: 407-888-8888
- John George, Pharmacy Technician Manager
Former manager at Walgreens
Address: 704 West Martin Luther King Jr. Boulevard, Seffner, FL 33584
Phone number: 813-888-8888

Joann Smith

888 Shadow Lane, Auburndale, FL 33823 • 954-888-8888 • smith18@gmail.com

Education

Remington College School of Nursing

Bachelor of Science in Nursing

Lake Mary, FL

Anticipated Graduation Date: January 2015

ABC University

Bachelor of Science, Biology/Pre-Medicine

Minor: Psychology

Awards: Regent's Scholars (Fall 2009-Spring 2013)

Dean's List (Fall 2009, Fall 2011, Spring 2012)

Lake Mary, FL

December 2013

Clinical Experiences

ABX Hospital (Orlando Health)

Senior Practicum (144 hours)

Orlando, FL

December 2014- January 2015

Volunteer Experiences

Lake Mary Volunteers in Medicine

Pediatric Clinic

Lakeland, FL

May 2011-present

- Work closely with the pediatrician and pediatric nurse
- Learn about common pediatric illnesses
- Measure and record vital signs
- Perform medical documentation
- Exposure to working uninsured population
- Maintain confidentiality of patient records

ABC University

Disaster Relief Volunteer

Noborito and Ishinomaki, Japan

May 2013, November 2011

Disney Health (Florida Hospital)

Emergency Department - 28.15 hours

Wales, FL

May 2012- July 2012

Disney Health (Florida Hospital)

The Baby Place - 294.62 hours

Wales, FL

April 2010-May 2012

- Assembled welcome packets for maternity patients
- Ensured availability of necessary items in postpartum patient room
- Provided services to patients and visitors to ensure comfort during stay
- Transferred used medical equipment in preparation for sanitation
- Maintained confidentiality of patient records
- Disassembled discharged patients' charts for archiving
- Became familiar with medical team structure

Professional Experiences

123 Baptist Church

Lake, FL

Preschool Teacher

August 2013-January 2014

- Taught 4 year old children from developmentally appropriate curriculum
- Collaborated with fellow teachers and ministry staff to improve quality of education
- Prepared materials and classrooms for class activities
- Maintained excellent classroom management at all times
- Provided a safe and healthy learning environment
- Communicated with parents regularly on their children's performance

ABC Church of Orlando

Orlando, FL

Sunday School Teacher

July 2011-May 2013

- Taught 4 year old children from developmentally appropriate curriculum
- Collaborated with fellow teachers and ministry staff to improve quality of education
- Prepared materials and classrooms for class activities
- Maintained excellent classroom management at all times
- Provided a safe and healthy learning environment
- Communicated with parents regularly on their children's performance

Disney University

Lake, FL

Biology Lab Assistant

August 2011-December 2011

August 2010-December 2010

- Proctored student exams to verify compliance with testing procedures
- Prepared solutions for certain biological experiments
- Provided materials for laboratory experiments
- Maintained log of chemical materials

Certifications

American Heart Association

Basic Life Support for Healthcare Providers

Current

Languages

English, Haitian Creole, and French

Professional Memberships

Remington Student Nurses Association

January 2014-present

National Student Nurses Association

January 2014-present

Joann Smith

123 Moss Circle.
Lake Mary, Florida 32746
phone: 407-123-4569
email: jsmith@mail.usf.edu

EDUCATION

Remington College School of Nursing, Lake Mary FL
Bachelor of Science in Nursing

Graduation January 2015

University Of South Florida, 4202 East Fowler Ave, Tampa, FL 33620
Bachelors Degree in Biomedical Science and Minor in Public Health

December 2009

CLINICAL NURSING EXPERIENCE

- Wide variety of clinical experience in Medical-surgical, Obstetrics, Pediatrics, Mental Health, Public Health and Geriatrics.
- Including 144 hours preceptorship in Cardiac Intervention at Orlando Regional Medical Center (Preceptor: Elizabeth Smith)

WORK EXPERIENCE

ABC Dermatology Associates – Dr. Torrez, 123 Hunters Park Lane. Orlando FL 32827

Lead Medical Assistant, April 2011- 2013

- Help assist nurse practitioners, PA's and doctors with patients in the healthcare setting.
- The responsibilities of a medical assistant entail taking vitals, scribing office visit notes, performing skin biopsies, obtaining fungal and bacterial cultures, assisting with minor surgical procedures, preparing prescriptions, performing wound care, and prepping the patient for minor surgical procedures.

Walgreens Pharmacy, 123 Orange Trail, Orlando, FL 32837

Pharmacy Tech, Feb 2010- April 2011

- Assist in Pick up (Getting customers there medications from the bin and checking them out), drop off (entering medications into the system in order for them to be ready for pick up), production (filling and labeling medication),
- As well as handling inventory (making sure we have enough medication on our shelves and throwing away expired medications), and patient interaction (helping customers with any questions they have).

Florida Breeze, 123 International Dr. Orlando, FL 32819

Hostess, June 2005 - June 2007

Greeted customers, booked and seated costumers by using a computerized system, used the cash register and computerized system to take orders.

VOLUNTEERING/SHADOWING EXPERIENCE

- Moffit Cancer Center
- Hope Lodge
- Relay for Life (Volunteered at the office and different events)
- Breast Cancer Awareness Dance Marathon
- Storybook Forest for Children (Reading Literacy Event Sponsored by Mortar Board)
- Dr. Philips Hospital (Various areas as well as a patient Advocate)
- Orlando Orthopedic Center
- Sakowitz Eye Center – Surgical floor

SUMMARY OF SKILLS

- Fluent in both English and Farsi
- Strong interpersonal communication skills and team work within professional settings
- Advanced computer knowledge in Microsoft office, outlook and Excel 2014
- Maintains confidentiality in all aspects of healthcare

STRENGTHS

Strong determination to succeed, highly organized , responsible, compassionate, cooperative, personable, devoted, flexible, and resourceful

HONORS/AWARDS AND AFFILIATIONS

- 2015- Member of Florida Nursing Association
- 2014- Research Poster Presentation Award (Fourth Place)
- 2014- Member of National Student Nurses Association
- 2009- College of Arts & Sciences Deans List of Scholars
- 2009- Mortar Board Senior Honor Society Scholarship Award
 - In recognition of Superior Scholastic Attainments, outstanding Academic Merit, leadership, Community/campus service and Participation in Mortar Board Senior Honor Society.
- 2008- Selected for Induction into Mortar Board National Honor Society
- 2008- College of Arts & Sciences Deans List of Scholars

LEADERSHIP

- Lead Medical assistant at Mid-Florida Dermatology Associates
- President of Mortar Board Honor Society at the University of South Florida
 - Mortar Board is an honor society established to recognize college seniors for excellence in the areas of scholarship, leadership and service
- Attended Mortar Board Leadership workshop in Columbus, Ohio
- Pharmacy Club Member- Event Coordinator
- Pre-Med American Medical Student Association- Historian

LICENSE AND CERTIFICATIONS

- *State of Florida licensed registered nurse-* License #RN12345678
- *Basic life support (BLS)* – July 2013- 2015

References are available on request

John Smith

123 Meadows Dr. • Clarkston, FL 12345 • 123-888-9222 • johnsmith@gmail.com

EDUCATION

Bachelor of Science in Nursing

Anticipated Graduation Date

Remington College: School of Nursing

January 22nd, 2015

Lake Mary, FL

Bachelor of Arts in Communication

Graduated

Oakland University

May 5th, 2008

Orlando, FL

CLINICAL EXPERIENCE

Nursing Student

Practicum at ABC Regional Hospital I.C.U.

144 hours

Duties included providing total nursing care for up to three patients and working with a collaborative team of physicians, nurses, and respiratory therapists.

PROFESSIONAL EXPERIENCE

Paraprofessional

March 2012-December 2014

Walton Academy

Pontiac, FL

Duties included teaching, mentoring, monitoring, and assisting special needs students with regard to their academic, behavioral, and emotional well-being and stability.

Student Music Coordinator

July 2012-December 2014

Grove Community Church

Lake, FL

Duties included management and organization of schedules, practices, and performances of student musicians and supervising training sessions.

Server and Bartender

March 2011-July 2012

Orlando City Club

Orlando, FL

Duties included customer satisfaction, team leader, organizing serving stations, and processing payments

VOLUNTEER WORK

RSNA at Remington College School of Nursing

October 2014

Assisted in fundraising for Kids House in Sanford, FL

Youth Director

June 2008-June 2011

ABC Church in Waterford, FL

Organized, managed, and coordinated events and activities for youth ages 12-18

LICENSE AND CERTIFICATIONS

American Heart Association BLS for Healthcare Provider

NIHSS Certificate

AWARD AND RECOGNITIONS

- Graduated with university and departmental honors from Oakland University
- Received Talented Scholar scholarship
- Graduated with a 4.0 GPA from Remington College School of Nursing
- Remington Nursing Student Association member
- National Student Nurses Association member

REFERENCES

Amy Ebling
Principal
Walton Charter Academy
744 E. Walton Blvd
Pontiac, MI 48340

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Christine Vogel
Clinical Professor
Remington College School of Nursing
660 Century Point, Suite 1050
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James Dellergo
Clinical Practicum Supervisor
Central Florida Regional Hospital
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407-123-5687
practicum@remington.com

[REDACTED]
[REDACTED]
Orlando, FL 32805

[REDACTED] Cell

[REDACTED]@yahoo.com

EDUCATION

- Bachelor of Science in Nursing-Remington College School of Nursing
○ Anticipated graduation date January 2015
- Bachelor of Arts-Central Methodist College June 1998
○ Major: Sociology with minor in Spanish

Clinical Experience

- Orlando Regional Medical Center
- 144 hours on unit XYZ for practicum preceptorship
- Total care responsibilities for 5-6 patients

PROFESSIONAL EXPERIENCE

[REDACTED] MALL FL LLC

[REDACTED], FL

BUSINESS DEVELOPMENT MANAGER

APRIL 2008-JANUARY 2014

- Organizing and coordinating all center related business development, marketing & specialty leasing activities
- Initiating teamwork with clients and mall operations staff for events
- Managing sponsorships and business development inventory
- Providing exceptional customer service to all tenants and prospective clients

[REDACTED] SERVICES, INC.

[REDACTED], FL

Executive Assistant to President/ Office Manager

March 2001 – March 2008

Office Manager Responsibilities:

- Organize and maintain all duties pertaining to office administration
- Trained office staff

Marketing Coordinator for [REDACTED] Club:

- Provided exceptional customer service to Prestige Club members
- Utilize teamwork to organize and execute golf tournaments
- Market events utilizing multiple venues to advertise product

Certifications

- Notary
- Current Basic Life Support certification

Professional Organizations

- National Student Nursing Association