REVISED RESUME #1

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RESUME BOOSTER

Return to Resume Booster

John M. Scott, RN, BSN

111 Winding Way
Anytown, USA 11111
Phone: (111) 111-1234

1. Note use of RN, BSN following title

OBJECTIVE

To secure a leadership position within Surgical Services in a progressive facility.

QUALIFICATIONS

2. Good use of "action" words in qualifications section.

- Excellent leadership and management skills
- Eighteen years of experience in Healthcare
- As Assistant Director of Surgical Services, assisted our department in realizing a 10% increase in revenues for 1997 as compared to the previous year.
- Recently negotiated Orthopedic contract for my facility saving 45% in cost of disposables resulting in a $44,700 capital savings and $7,000 annual savings on disposables
- Possess excellent clinical skills including scrubbing and circulating

WORK HISTORY

3. Notice how specific responsibilities are outlined in work history section. Good use of action words to describe specific duties and accomplishments.

Assistant Director of Surgical Services 1993-Present
(Name of Facility) Regional Medical Center

Responsible for all departmental scheduling including development of orientation programs for new personnel. Coordinate capital and other purchases including evaluations, justifications and purchase negotiations and acquiring special equipment for specialty procedures. Provide conflict resolution for physician, staff and other sources within medical center. Oversee the scheduling of surgical procedures.

Orthopedic Charge Nurse 1991-1993
(Name of Facility) Regional Medical Center

Scrubbed and circulated on orthopedic surgical cases. Conducted in-services for staff and physicians on new products and procedures. Handled maintenance and purchasing of all equipment and supplies related to the Orthopedic area.

Factory Representative 1980-1991
(Name of Company)

National Factory Representative for an automatic door company. Developed and maintained national accounts.

ORT 1978-1980
(Name of Facility) Regional Medical Center

Worked as an Operating Room Technician during (Name of Facility's) first major growth phase. Accountable for setup of the EENT and Orthopedic areas.

EDUCATION

BSN, UNIVERSITY OF (NAME OF UNIVERSITY)	1991
AA, (NAME OF COLLEGE) AND TYPE OF DEGREE	1982
ORT Certification, (NAME OF HOSPITAL)	1978

COMPUTER SKILLS

- Extensive knowledge in DOS and Windows based applications
- Served as member on (Name of Hospital) Regional Medical Center's computer selection committee