S T U D E N T N A M E , B S N (C A N D I D A T E)

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
- 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)
- “ñ[º…•ËÇWSá€w&€«Œ•½CBÀyÊïoë7Æ“ Medical Surgical 3ž±35 hrs. $aµ•qÆœ5>í I_ÆHÚ`„ 04/2021 UšQ€¾xÎ¤Fa©

Larkin Community Hospital, Ft. Lauderdale, FL – Integrations; Unit: ER; 96 hrs. 04/2023 – 062023

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/BDC *an average of 150 incoming calls per day, 3 hours a day, 5 days a week. Greets and assists clients in the office. Is responsible for handling R&!Aõ 7ÝÀv 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.