

Jane Doe

Nurse Administrator (RN)

- ✉ jane.doe@email.com
- ☎ 555-555-5555
- 📍 Chicago, IL
- 🌐 janedoe.com
- 📄 linkedin.com/in/janedoe
- 📁 janedoeportfolio.com

SKILLS

- Patient Assessment
- Care Planning
- Leadership
- Time Management
- Communication
- Collaboration
- Budgeting
- Quality Improvement

LANGUAGES

- English Native
- Spanish Intermediate

EDUCATION

- Bachelor of Science in Nursing
- Aug 2005 - May 2009
- University of Illinois at Chicago
- Chicago, IL
- Nursing 3.8/4.0

STRENGTHS

- Leadership
Proven leadership and management skills, with a strong ability to motivate and inspire teams
- Communication
Excellent communication and interpersonal skills, with a strong ability to build relationships with patients, families, and healthcare teams
- Problem-Solving

SUMMARY

Highly experienced and accomplished Nurse Administrator with 10+ years of experience in leadership and management roles. Proven track record of improving patient outcomes, reducing costs, and enhancing team productivity. Strong leadership, communication, and problem-solving skills, with a strong ability to motivate and inspire teams.

EXPERIENCE

- Staff Nurse Jan 2010 - Dec 2014
Northwestern Memorial Hospital Chicago, IL
Staff Nurse, Medical-Surgical Unit
 - Developed and implemented individualized patient care plans, resulting in a 25% reduction in patient readmissions
 - Collaborated with interdisciplinary teams to improve patient outcomes, achieving a 95% patient satisfaction rate
 - Mentored new staff members, resulting in a 30% increase in team productivity
- Nurse Administrator Jan 2015 - Present
University of Chicago Medical Center Chicago, IL
Nurse Administrator, Surgical Services
 - Coordinated daily surgical operations, resulting in a 20% increase in surgical volume and a 15% reduction in surgical wait times
 - Developed and managed budgets, resulting in a 10% reduction in departmental expenses
 - Led quality improvement initiatives, achieving a 25% reduction in surgical site infections

PROJECTS

- Nurse Residency Program Jan 2018 - Dec 2018
Project Lead
Developed and implemented a nurse residency program, resulting in a 25% increase in new hire retention
EHR systems • Staffing software

Strong analytical and problem-solving skills, with a strong ability to analyze data and develop effective solutions

HOBBIES

Volunteering at local healthcare organizations

CERTIFICATES

BLS Certification Jun 2010

American Heart Association

Basic Life Support (BLS)
Certification

ACLS Certification Jan 2015

American Heart Association

Advanced Cardiovascular Life
Support (ACLS) Certification