

CHRONOLOGICAL RESUME

Registered Nurse

Present Address:
123 Lamson Hall Berrien Springs,
MI 49104-1200
(616) 471-7771

Permanent Address:
1234 Overland Dr. Springfield,
MI 86236
(616) 555-1212

OBJECTIVE: Registered Nurse

EDUCATION: Bachelor of Science in Nursing

Andrews University, Berrien Springs, MI 49104
Projected graduation: December 2000

WORK EXPERIENCE:

May 1997 - Present **Nurse Technician**, Memorial Medical Center

- Performed daily activities of patient care
- Worked collaboratively in team nursing
- Acquired skill in prioritizing nursing activities
- Documented patient care and relayed pertinent information to health care team

Sept. 1997 - Present **Operator/Trainer**, Adventist Information Ministries

- Answered incoming 800 calls and recorded accurate mailing information
- Voice-screened prospective employees
- Trained new employees in professional phone operation and data entry procedures

July 1988 - Sept 1989 **Hydrotherapy Technology**, Ivy College Hydrotherapy Program

- Carried out hydrotherapy and massage treatments as ordered by physician
- Developed professional relationships with healthcare providers
- Documented patient care and relayed pertinent information to health care team

June 1988 - June 1990 **Admissions Secretary**, Springfield Chiropractic

Operated patient database.

- Scheduled patients for visits
- Organized patient information using WordPerfect
- Performed various office functions as needed

HONORS: Member, Phi Kappa Phi

Member, Sigma Theta Tau International

Member, Society of Andrews Scholars

National Dean's List 1998 - 1999

REFERENCES: Available upon request

Z: <http://www.andrews.edu>