

# Sample Resume - Nursing

**DO NOT COPY:** You are advised not to copy this sample, but to use it to generate ideas to create your own resume.

## Nicky Novak

2/56 High Street, Suburb, 3777  
Tel: 03 9999 9999 Mobile: 9999 888 777  
Email: Nicky.Novak@bigpond.com

### Education

**2008 - current**                      **Bachelor of Nursing**  
Monash University  
Achieving High Distinction Average  
Due for completion: 2011

### Overseas Qualifications

**1995 -1997**                      **Diploma of Nursing**  
Medical School, Belgrade, Serbia and Montenegro  
Successfully completed with credit average

### Achievements and Awards

2008                                      Awarded Membership of Golden Key National Honour Society  
Awarded High Distinction grades in two subjects - Biology and Neurology

### Clinical Rotations

**Mar – Jun 2010**                      St Vincent's Health - Rehabilitation Unit  
**Mar- Jun 2009**                      Southern Health - Intensive Care Unit  
**Mar- Jun 2008**                      Northern Health - Palliative Care

### Relevant Employment

**2005 - current**                      **Granny Smith's Aged Care Home**  
Personal Carer  
Responsibilities

- Assist and support all staff and function in a team to provide care to residents at all times
- Help to shower, bathe and shave patients while supervised by a registered nurse.
- Apply practical intervention procedures for dementia or behavioural problems
- Observe and report any changes in the client's condition or any complaints about care to a supervisor
- Assist with rehabilitation exercises and basic treatment and medications.
- Perform basic procedures such as taking blood pressure, as well as applying and changing dressings

Achievement

- Contributed to the development of team plans by participating in major review of systems and processes



## Professional Registrations and Memberships

2011                      **Nurses Board of Victoria**  
Registration Number: 99878988  
2009                      **Australian Practice Nurses Association**  
Student Member

## Professional Skills and Attributes

### *Communication, Interpersonal and Teamwork Skills:*

- Able to reflectively listen and communicate both verbally and non-verbally with clients in a manner that ensures confidentiality, privacy and sensitivity as established through clinical placements.
- Highly competent in preparing and delivering presentations to groups demonstrated through designing and describing systematic review protocols for academic assessment
- Effective team skills fostered through volunteer work, including leading Team Monash in the Breast Cancer Walk for Awareness Program

### *Analytical and Assessment Skills:*

- Developed competency through clinical placements in monitoring health of individuals, groups and communities.
- Highly competent in comparing assessment findings with what is expected for the condition, and include or exclude alternative diagnoses as developed through clinical rotations.
- Proven ability to comply with relevant documentation requirements, including maintenance of client records and discharge planning developed through clinical placement at the Northern Health.

### *High Level of Patient Care:*

- Demonstrated in high quality of work attested by supervisors at Garnnay Smith's Aged Care Home.
- Developed through clinical placement experience and attested to by clinical evaluation reports.

## Other Employment

2000 – 2007

### **Harvey Norman**

*Customer Service*

#### Responsibilities

- Analysed customers needs and wants to provide them with appropriate products.
- Provided consistently high-level customer service to clients.

#### Achievement

- Promoted from entry-level position to a position that incorporates a higher level of autonomy and self-management, with the authority to make independent decisions.

## Professional Development and Training

2006

Pain Management - Australian Nursing Federation

2005

Certificate IV Allied Health Assistant (Physiotherapy) -

Canberra Institute Technology

## Interests

Tennis - Member Casey Tennis Club

Breast Cancer Walk for Awareness, Monash Student Union Team Leader

Spanish - Learnt basic Spanish through Monash Short Course Centre

## Referees:

Ms Tina Li, Director of Nursing Latrobe Regional Hospital,  
Telephone: 03 9999 0000. Email: [tli@hotmail.com](mailto:tli@hotmail.com)

Ron Gutenberg, Nurse Unit Manager, Royal Children's Hospital  
Telephone: 03 9999 0000, Email: [rgutenberg@rch.org.au](mailto:rgutenberg@rch.org.au)