

(Name Withheld)

1234 Main Street, Anytown, USA 55555 • Home: (333) 333-4444 • E-mail: myname@provider.net

Qualifications Summary

- Highly motivated student with strong academic record
- Many experiences working with a wide range of people
- Able to quickly develop rapport with others
- Proficient in Spanish (speaking, writing and reading)
- Sincerely enjoy being with and helping people
- Responsible, compassionate and patient

Education/Certifications

- Nicollet College**, Minneapolis, Minnesota Anticipated graduation: Spring 2010
- Major: Nursing; Minor: Spanish; GPA 3.92; named to Dean's List in 2008 and 2009.
 - Nursing coursework completed: Lifecycle Development, Human Anatomy, Human Physiology, Microbiology, Foundations of Nursing, Physiological Foundations of Nursing, Foundations of Nursing Practice.
 - Study abroad trips: Spain (academic course); South Africa (mission trip); Ireland (academic course).
 - Certified Nursing Assistant certification - Minnesota Nurse Aide Registry, Registration #289561.

Clinical/Healthcare Experience

NORTHERN PINES HOSPITAL, Carver, Minnesota November 2008 to Present
Student Nurse

- Visited hospital's cardiac unit four times during semester.
- Researched assigned patient's diagnosis before beginning clinical and observed symptoms during clinical time; took patient's vital signs and monitored daily activities.
- Assessed patient's nutrition status in serving breakfast and observing signs of good or poor nutrition.
- Administered medications to patient under supervision of clinical instructor and RN; reported input and output to RN.

HORIZONS LIVING CENTERS, LLC, St. Cloud, Minnesota January 2004 to August 2007
Certified Nursing Assistant/Resident Assistant

- Worked during high school years and during summers as a college student.
- Assisted clients with daily living activities, took vital signs, and helped with food preparation and clean-up.
- Helped with activities that included Bingo and residents walking club.

Leadership/Work Experience

NICOLLET COLLEGE, Minneapolis, Minnesota February 2008 to Present
Spanish Assistant and Tutor

- Assist Spanish professors with grading homework.
- Work with students on homework assignments, preparing for tests and practicing speaking skills.

NICOLLET COLLEGE CAMPUS MINISTRY, Minneapolis, Minnesota September 2008 to Present
Small Group Leader (commitment extends to May 2009)

- Meet with several sophomore students each week to discuss a weekly devotion and general life topics. Also meet each week with other small group leaders to give updates on small groups and share leadership ideas and insights.

LANE FAMILY (612-939-0889), Bloomington, Minnesota June 2008 to August 2008
Nanny

- Provided child care assistance for an 9-year-old girl and a 7-year-old boy; responsibilities included planning daily activities, driving children to summer activities, preparing and serving meals, cleaning, and helping with homework.