Robert Smith

Nursing Secretary

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
info@qwikresume.com
www.qwikresume.com

PERSONAL STATEMENT

Highly motivated professional seeking to obtain a position where I can utilize my strong work ethics and determination. Willing to perform routine repetitive tasks on a continuous basis.

WORK EXPERIENCE

Nursing Secretary

Cone Health - April 1999 – 2000

Responsibilities:

- Performed clerical activities, schedule follow-up appointments for patients, entered labs into the computer.
- Maintained adequate paperwork for patients.
- Prioritized incoming and outgoing mail, faxes, and maintained records/files.
- Requested supplies from other units.
- Maintained inventory in the department.
- Monitored patients that are on cardiac telemetry monitors.
- Assisted with patient admissions and discharges.

Nursing Secretary

Delta Corporation - 2004 – 2006

Responsibilities:

- Worked multiple departments of the hospital including Obstetrics and Gynecology, Surgical, Orthopedics, and Emergency.
- Transcribed all physician orders and notes.
- Assisted nurses as well as physicians with maintaining and organizing orders.
- Made copies, sent faxes, and handled all incoming and outgoing correspondence.
- Transported medical records to emergency room physicians and blood products to the lab.
- Performed chart review to assure orders are signed. Ordered all Nursing Supplies, Ordered all new patients medications.
- ${job_description27}

Education

Bachelor Of Arts In Psychology - 2008(Ashford University - Clinton, IA)

SKILLS

Customer Service, Patient Care, Good Communication Skills.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference – 1 (Company Name)
Reference – 2 (Company Name)

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