

# Sample Resume for Medical And Management Position

## OBJECTIVE

Position where extensive medical and management experience will add value.

## PROFESSIONAL PROFILE

Strong medical/health care background includes over 10 years of hospital, OR and related experience, as well as work with pharmaceutical and medical sales reps from client side. Experienced serving as trusted resource to ER physicians, cardiologists, orthopedic surgeons and other health care professionals; also worked in health/nutrition outside sales (1997-1999).

Outstanding management skills. Highly experienced building, leading and developing teams of up to 50 personnel. Recognized expert in 12 surgical specialties. Focused on results. Saved \$250,000 in medical costs by streamlining surgical instrumentation and \$120,000 by overhauling medical supply replenishment. Cited for "unfailing diligence and total dedication," by reviewer, who added: "(She) is a superbly gifted and talented nurse ... her leadership style inspires a strong sense of teamwork."

## EDUCATION

**Master of Science: Nursing** (Administration, Leadership, and Perioperative Nursing emphasis),  
University of Anywhere, USA (1997). GPA 3.7.

**Bachelor of Science: Nursing, School of Nursing,**  
Medical University of Anywhere, USA (1986). GPA 3.0.

## EXPERIENCE

### **Risk Management Officer: Any Hospital, Anywhere, USA (1999-present).**

Ensure safe, responsive health care delivery system by leading quality and safety initiatives.

Lead monthly in-service sessions. Serve as expert resource to physicians, administrators and other professionals on leadership, team building and related issues. Manage staff of four.

Designed and set up hospital's first risk management Web site to increase staff awareness and create opportunities to earn continuing education units (CEUs).

### **Charge Nurse: Any Medical Center, Anywhere, USA (1997-1999).**

Directed nursing and administrative activities for general surgery, main operating room (MOR).

Involved average monthly caseload of 1,000 and full range of surgical procedures. Managed \$600,000 annual budget and supervised 50 health care professionals.

Also served as Continuous Quality Improvement/Risk Management Officer. Cited by JCAHO for "outstanding risk management program," contributing to Accreditation with Commendation.

Awarded Any Achievement Medal for superior performance. Achieved 66% reduction in number of laparoscopic systems used in operating room.

Reduced orientation time per employee by 16 hours as result of laparoscopic standardization.

**Duty Under Instruction: Anywhere, USA (1995-1997).**

Selected over more-senior officers to attend graduate school full-time for MS degree.

**Charge Nurse: ABC Hospital, Anywhere, USA (1993-1995).**

Directed nursing and administrative activities for MOR and Sterile Processing Department.

Directly supervised 10 personnel. Also served as Hospital Infection Control Officer, as well as Quality Assurance, Risk Management and Total Quality Leadership Officer for MOR.

Overhauled deficient infection control program, vastly increasing productivity. Cited by JCAHO surveyors for successful program turnaround.

Recommended for early promotion by supervisor, who said: "(She is) strongly motivated to meet her personal and professional goals."

**Charge Nurse: Any Medical Center, Anywhere, USA (1990-1993).**

Directed nursing and administrative activities for Urology, General Surgery and Vascular specialties in Main Operating Room. Directly supervised 30 personnel.

Awarded Any Achievement Medal for superior performance as Charge Nurse of General Surgery Specialty (hospital ship) during Desert Shield/Storm.

Awarded Any Achievement Medal for superior performance as Charge Nurse of Urology, General Surgery and Vascular specialties.

Saved ABC Medicine \$120,000 and eight hours of inventory requirements per week by consolidating consumable supplies used by multiple services.

**Staff Nurse: Any Hospital, Anywhere, USA (1986-1990).**

Served as Staff Nurse for Internal Medicine and GYN/Post-Partum wards.

Completed Perioperative Nursing course. Supervised up to 10 personnel.

Awarded Any Achievement Medal for leadership during Hurricane Hugo and aftermath.

**Prior experience in retail sales while attending university.**

**ADDITIONAL INFORMATION**

Awarded four Any Achievement Medals for professionalism, leadership skills, clinical and administrative expertise at three Hospitals and aboard a hospital ship.

Active Legal Nurse Consultant with seven years of experience.

Computer skills include Word, PowerPoint, Excel, Access and Outlook.

Seminars: Total Quality, Team Building, Facilitator Training, Leadership and Management.