

## SAMPLE RESUME

10 Browns Rd. Mississauga, ON. L6A 2R8 • (416) 555-7777 • [a2dunn@ryerson.ca](mailto:a2dunn@ryerson.ca)

# Anna Dunn

## Objective

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To establish my nursing career and further develop clinical expertise in a neonatal intensive care unit.

## Highlights of Qualifications

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- Over 5 years customer service experience
- Highly motivated and goal orientated
- Strong team player
- Solid organizational, communication, and interpersonal skills
- Resourceful and detail-oriented
- Skilled problem-solver and multi-tasker; able to follow through to achieve goals
- Proficient in Microsoft Office programs: Word, Excel, and Power Point
- Eager to acquire new knowledge and develop specialized skills

## Education

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**Ryerson University, School of Nursing**  
Bachelor of Science in Nursing Degree

Toronto, ON (2004-2008)

## Clinical Experience

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**The Hospital for Sick Children**  
**Neonatal Intensive Care Unit**

Toronto ON (Sept-Dec 2007)

- Responsible for full patient care with preceptor supervision
- Developed client care plan in cooperation with nursing manager
- Integrated family-centred care by involving parents in the care of the neonate
- Provided family support and was fully involved in parent teaching

**The Hospital for Sick Children**  
**'AboutKidsHealth' Family Resource Centre**

Toronto, ON (Jan-Apr 2007)

- Focused on community health nursing; collaborated with team and developed health promotional campaigns targeted to children and families
- Further developed research skills by providing resources to visitors of the centre

**Toronto Rehabilitation Institute**  
**Occupational Health**

Toronto, ON (Sept-Dec 2006)

- Focused on community health nursing; collaborated with OHSS and Infection Control, involved in health promotion projects, i.e. Influenza campaign, Health & Safety Fair, TB skin testing, employee immunization surveillance, and Health Awareness Walking Activity

**Scarborough Grace Hospital**  
**Complex Care Unit/Cardiac**

Scarborough, ON (Jan-Apr 2006)

- Responsible for full patient care, advanced in clinical skills & practiced self reflection
- Developed client care plans, involved in client teaching, & health promotion
- Certified in dysrhythmia interpretations (basic)

**West Park Healthcare Centre  
Critical Care Rehabilitation Unit**

Toronto, ON (Sept.-Dec 2005)

- Responsible for full patient care, developed clinical skills, advanced in physical assessments & nursing documentation, and formed effective interventions for selected diagnoses.

**Belmont House  
Long-term Care and Retirement Home**

Toronto, ON (March, 2005)

- Assisted the RN in client's morning care; established effective therapeutic relationships, practiced Documentation
- Applied the Roy Assessment Model in developing a care plan and formed effective nursing interventions for selected diagnoses

**Employment History**

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**Project Support  
University Health Network**

Toronto, ON (Summer 2007)

**Systems Information Management Services (SIMS)**

- Provided project support by working directly with hospital staff and project team in the implementation of a computer software program (SIMS) to enhance health information management and its application to patient centred care

**Daycare Assistant  
Tante's Childcare**

Toronto, ON (Summer 2005)

- Set up daily activities: educational & play-time
- Enforce safety and assisted with lunch and hygiene

**Volunteer Experience**

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**Mt. Sinai Hospital  
Nursing Station I**

Toronto, ON (Summer 2004)

- Met the basic needs of the clients by providing emotional and physical support

**Toronto General & Toronto Western Hospital  
Foundation, Rick Hanson Wheels in Motion Community Event**

Toronto, ON (Summer 2004)

- Collaborated effectively with team to organize fundraising events

**Additional Information**

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- **Membership of RNAO (student)** Toronto Chapter
- **Standard CPR & First Aid Certificate** Recertified: June 2007
- **Arrhythmia Interpretation (Basic) certificate** Issued: January 20, 2006
- **Mask Fit Test, N95 respirator (3M 8210)** Tested: January 2007
- **CNO CRNE exam** June 4, 2008