

Name
Address
City, State Zip
Home Phone
Cell Phone
Email Address

(Use your home email address not your work address)

Employment

Mo/yr – present

Company Name, City, State

Job Title

Number of ORs, number of direct reports

- Bullet points describing specific accomplishments
- If you have been with the same company and have had progressive promotions, list the company name, and your initial start date. Under that umbrella, list titles and dates

12/00- present

ABC Hospital, Anytown, USA

300 bed level 1 trauma center with 18 OR suites

1/07- present

Director, Perioperative Services

Responsible for OR, PACU, pre-op, ASC, pain clinic, GI and endoscopy labs with 111 direct reports and a \$17 million operating budget.

- Bullets detailing your accomplishments

2/05- 12/06

Manager, Perioperative Services

Responsible for the day-to-day operations of the main OR

- Bullets detailing your accomplishments

7/03- 1/05

Clinical Educator

Responsible for the orientation and education of nurses in the main OR and ASC.

- Established first Peri-op 101 course and trained 17 nurses in 2.5 years
- Developed a nurse internship program for the 4 local nursing schools. Six of the 13 interns accepted positions in the OR after graduation
- Bullets detailing your accomplishments

12/01- 6/03

Orthopedic Coordinator

Responsible for orthopedic services for 22 orthopedic surgeons including ordering of instrument and products and training new staff

- Saved \$100,000 by updating preference cards and thereby decreasing wasted supplies
- Bullets detailing your accomplishments

12/00 – 11/01

Staff Nurse Main OR

Scrubbed and circulated cases in orthopedics, neurosurgery, general surgery, ENT.

Education

MSN, Nursing Administration - 5/04

University of Anytown

BSN - 12/00

University of XXX

Certifications/Credentials

CNOR expires 8/09

ACLS provider

Professional Organizations

AORN - past state president - 2005

Congress delegate - 2002, 2004, 2005, 2007

Sigma Theta Tau

Presentations/Publications/Awards

AORN Congress 2008 Speaker - Surgical Site Infections

Professional Development Courses

Leadership skills for new managers

Community/Civic Involvement

President of Rotary Chapter

Foreign Languages

Read and write Spanish fluently

Hobbies

Tennis, cycling