

John Doe, LVN

555-555-5555 ▪ email@email.com

Licensed Vocational Nurse

Summary: Compassionate, dependable, and diligent LVN who consistently delivers top-quality care to diverse patient populations. Valued member of medical teams with excellent multitasking, leadership, critical thinking, and communication skills. Added background in healthcare administration with outstanding organization, prioritization, and customer service capabilities. Eager to continue developing nursing abilities to contribute to optimal treatment outcomes and the achievement of organizational goals. *Strengths include:*

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|-----------------------------|-------------------------------|----------------------|
| ✓ Patient Care & Education | ✓ Assessment/Evaluation | ✓ Treatment Planning |
| ✓ Medication Administration | ✓ Staff Training & Leadership | ✓ Emergency Response |
| ✓ Family Relations | ✓ Charting/Records Management | ✓ Diagnostics |

Computer Skills: Nebo, E-Care, Allscripts, Meditech, MS Office Suite

Patient Care Experience & Achievements

ABC Company, City, State

2012 to Present

LVN, Charge Nurse

Care for patients within 85-bed skilled nursing facility. Preside over admission and discharge functions, devise and implement treatment plans, maintain charts, and generate weekly summaries. Communicate closely with physicians, relaying information, reporting changes in conditions, and requesting diagnostic tests. Order and maintain pharmacy inventory. Conduct assessments and assist with ADLs. Administer medications (including controlled substances) orally, subcutaneously, and intramuscularly. Treat wounds and pressure ulcers including diabetic pressure ulcers. Monitor diabetic patients, checking FSBG and delivering insulin on sliding scale. Insert/manage Foley and suprapubic catheters, collect urine samples, and perform routine venipuncture. Deliver tracheostomy care and oxygen therapy/treatments.

- Earned Employee of the Month (Dec. 2013).
- Effectively mentor and supervise CNAs and train newly hired RNs and LVNs.

ABC Company, City, State

2009 to 2012

Personal Care Attendant

Provided in-home care (including hospice services) to variety of patients including quadriplegics, individuals recovering from TIA, and clients with Parkinson's disease, type 1 and type 2 diabetes, lymphoma, dementia, Alzheimer's disease. Assisted with ADLs, assessed vitals, and recorded daily activities. Managed/administered medications, including via G-tube. Operated Hoyer lift. Aided patients with monitoring blood glucose and taking insulin. Transported patients to/from medical appointments, pharmacies, and other errands.

- Awarded Employee of the Month (Apr. 2010).

Various Locations, City, State

2007 to 2009

LVN Student

Completed clinical rotations within inpatient and outpatient settings. Locations included Hospital Name, City, State; Hospital Name, City, State; Hospital Name, City, State; Hospital Name, City, State; and Hospital Name, City, State CA.

Professional Credentials

LVN #5555555 – MD Board of Vocational Nursing
Certified Nurse Assistant (CNA) #5555555 – MD Department of Public Health
Certified Phlebotomy Technician (CPT-1) #CPT 55555 – MD Department of Public Health
BLS for Healthcare Providers Certification – American Heart Association

Education

Certificate of Achievement, LVN Program, College Name, City, State (2012)
Phlebotomy Technician Training & Certification Program, Academy Name, City State (2010)
Pre-Requisite Courses for Nursing Program, College Name, City, State (2008)
Clinical Lab Science Program Coursework, University Name, City, State (2004 to 2007)
BA, Communications, University Name, City, State (2004)

Additional Experience

ABC Company, City, State 2007 to 2009

Medical Receptionist/Medical Records Coordinator

Scheduled variety of exams/services, new patient evaluations, and follow-up appointments for multi-physician office. Verified insurance coverage/eligibility and acquired pre-authorization. Entered patient data into EMR program. Faxed doctors' dictations and CT reports via Allscripts. Analyzed patient charts for pending labs and confirmed correct results. Answered multiline phone system and fielded calls.

ABC Company, City, State 2004 to 2007

Insurance Authorization/Reviewer – Department of Rehab Services

Reviewed/verified insurance referrals and workers' compensation authorizations, utilizing thorough understanding of MD health insurance policies and procedures. Set new patient evaluation and follow-up appointments using Meditech. Checked patients in within high-volume outpatient physical therapy, occupational therapy, and speech therapy office. Answered phones, managed patient medical records, and faxed required information to doctors.

ABC Company, City, State 2005 to 2006

Access Specialist

Obtained, analyzed, and recorded patient insurance and clinical data within Emergency Department. Used Meditech, Nebo, and E-care systems to ensure compliance and verify insurance. Delivered high-quality customer service to all patients.

ABC Company, City, State 2002 to 2005

Registration Coordinator

Received/entered demographic and insurance details into Meditech for patients entering Emergency Department and Imaging Center. Confirmed all required documentation was completed and filed such as healthcare proxy, consent for treatment, financial releases, and Medicare rights forms. Greeted and assisted individuals at the information desk.