

# John Doe, LVN

**OBJECTIVE:** I am seeking a challenging and engaging LVN opportunity that will allow me to apply my knowledge and critical thinking skills in nursing. I have extensive patient care and leadership skills and have trained in a variety of inpatient and outpatient facilities which includes charge nurse in a skilled nursing facility.

**EDUCATION:**

JAN. 2011 – MAY 2012 College Name – City, State  
Certificate of Achievement - Licensed Vocational Nursing (LVN) program  
Clinical rotations at Hospital Name, Hospital Name, Hospital Name, Hospital Name & Hospital Name

FEB. 2009 – MAY 2010 Academy Name – City, State  
Phlebotomy technician training and certification

JAN. 2007 – MAY 2008 College Name – City, State  
Pre-requisites for nursing program

SEP. 2004 – MAY 2005 University Name – City, State  
One year in Clinical Lab Science program

SEP. 2000 – MAY 2004 University Name – City, State  
Bachelor of Arts – Communications

**CERTIFICATIONS:** Licensed Vocational Nurse – MD Board of Vocational Nursing # 555555  
Certified Nurse Assistant - MD Dept. of Public Health Certificate # 55555555  
Certified Phlebotomy Technician, CPT 1 - MD Dept. of Public Health # CPT 55555  
American Heart Association - Basic Life Support for Healthcare Providers

**TECHNOLOGY:** MS Office, Meditech, Nebo, E-Care, Allscripts

**EXPERIENCE:**

DEC. 2012 – PRESENT **COMPANY NAME** – City, State  
*LVN – Charge Nurse*

- Thorough head-to-toe assessment along with meeting social needs and assist with ADL's of residents at a 85 bed skilled nursing facility
- Pass medications and controlled narcotics utilizing the five rights of medication administration
- Prepare and administer medications subcutaneously, intramuscularly, and orally as ordered by MD
- Wound assessment, care and treatment of pressure ulcers and diabetic pressure ulcers as ordered by MD
- Monitor FSBG and diet of diabetic residents. Administer insulin utilizing sliding scale as ordered by MD
- Indwelling Foley and suprapubic catheter insertion and care.
- Straight in and out catheterization to obtain urine specimen
- Routine venipuncture and specimen handling
- Tracheostomy care
- Oxygen therapy and treatments
- Develop and implement nursing care plans
- Oversee admission and discharge procedures
- Call and fax physicians to relay information, report changes of condition, request orders, accurately take new orders and enact those orders
- Monitor incoming labs, radiology reports and consult results and notify physician as needed
- Train new hire RN's and LVN's on appropriate procedures and policies
- Supervise, monitor, educate and assist CNA's
- Accurate and up-to-date daily charting and weekly summaries
- Order, stock and receive pharmacy deliveries
- Employee of the Month – Dec. 2013

JUNE 2009 – DEC. 2012      **COMPANY NAME** – City, State

***Personal Care Attendant***

- Assist clients in their homes and ensure proper health and safety measures are followed
- Support a variety of clients with various health concerns including Parkinson's disease, quadriplegic, type 1 & type 2 diabetics, recovery from TIA, lymphoma, dementia, Alzheimer's disease and end of life care
- Guarantee clients safety and comfort during end of life stage
- Assist clients with ADL's, obtain vital signs as needed and record daily activities
- Experience using Hoyer lift and administration of meds and nutrition via G-tube with quadriplegic client
- Aid elderly diabetic clients monitor blood glucose at appropriate times and ensure safe administration of the correct type and dose of insulin. Monitor for any signs and symptoms of hyper / hypoglycemia
- Ensure clients take appropriate medications as directed by their medical doctors and specialists
- Assist clients to and from medical appointments and pharmacies as well as grocery and department stores
- Employee of the Month – Apr. 2010

MAR. 2007 – NOV. 2009      **COMPANY NAME** – City, State

***Medical Receptionist / Medical Records Coordinator***

- Schedule CT scans, MRI's, biopsies, ultrasounds, bone scans, Botox injections, new patient evaluations and follow-up appointments in a multiple physician office
- Confirm insurance benefits and eligibility, obtain up-to-date verification and pre-authorization for procedures
- Upload confidential medical records into appropriate patient files in electronic medical records software
- Fax multiple MD's dictations and CT reports to appropriate carbon copied doctors via Allscripts
- Review patients charts for pending labs and mark correct results
- Answer busy, multi-line phones and triage calls accordingly in regards to patient concerns

JULY 2004 – JAN. 2007      **COMPANY NAME** – City, State

***Insurance Authorization / Reviewer – Department of Rehab Services***

- Extensive knowledge of MA health insurance policies and procedures
- Review and verify insurance referrals and workman's comp. authorization
- Schedule patients for initial evaluation and follow up visits via Meditech
- Check in patients to busy outpatient PT, OT and speech therapy office
- File and retrieve confidential patient medical records and fax to referring MD's appropriate medical information
- Answer busy phone lines in a polite and professional manner

SEP. 2005 – JAN. 2006      **COMPANY NAME** – City, State

***Access Specialist***

- Accurately collect, analyze and record insurance and clinical data from patients entering the Emergency Dept.
- Effectively screen for compliance and verification of insurance via Meditech, Nebo and E-Care
- Interact in a customer-focused manner to ensure patient needs are met

JUNE 2002 – MAY 2005      **COMPANY NAME** – City, State

***Registration Coordinator***

- Obtain demographic and insurance information from all patients entering the Emergency Department and Imaging Center via Meditech
- Ensure various paperwork for each patient is complete including health care proxy, consent for treatment, financial releases, and Medicare rights
- Greet and effectively direct patients at the information desk