

EXPERIENCED RN CHRONOLOGICAL RESUME EXAMPLE TARGETED FOR MANAGEMENT POSITIONS

Below is an example of a chronological resume format that you might want to consider when applying for management or leadership positions. A chronological resume format is used when the job seeker is seeking or applying for career opportunities in a current area or profession and wants to highlight leadership/management skills that match the job opening.

Insert Your Name, Insert Credentials, Certifications (RN, BSN, CCRN)

Insert Permanent Address

City, State Zip

(If you are job searching out of state and have an address where you are job searching, insert here)

(Area Code) (Phone Number)

Email address

PROFESSIONAL SUMMARY OR CAREER OBJECTIVE

One or two sentences describing the job you are applying, "To obtain the Patient Care Manager position for Markey Cancer Center UK Healthcare."

Or a Professional Summary summarizing your nursing experience, leadership, transferable skills, etc.

Experienced, BSN prepared Registered Nurse with 5 years of acute care, hematology/oncology experience; 3 years of management and leadership experience coordinating budgets, schedules, committees and Task Forces.

PROFESSIONAL NURSING AND MANAGEMENT/LEADERSHIP EXPERIENCE

Registered Nurse, University of Kentucky Chandler Hospital, Lexington, KY

2/2010- present, Oncology Unit, Markey Cancer Center NCI Designated

Management and Leadership Experience:

- Unit Charge Nurse and Team Leader for a 14 bed in-patient unit
- Implemented new floor assignments based on evaluation of staffing requirements and patient acuity
- Involved in preceptoring new hires (approximately 3/year)
- Implemented new policy and procedures to improve patient outcomes
- Member, Scheduling Committee for staffing unit
- Chair, Markey Cancer Center Patient Centeredness Council
- RN Validator for Annual Competencies
- Member, Shared Governance Committee
- Proposed, developed and implemented educational folder for oncology patients and families
- Collaboration and communicator with interdisciplinary teams; excellent delegation skills
- Critical thinking and problem solving skills
- Involved in community cancer screening outreach programs

Clinical Nursing and Patient Education Experience:

- Act as patient advocate and implement total patient care through a team nursing process covering 4-5 high acute oncology/hematology patients per shift
- Provide education to patients on medications, recovery, coping skills, and community resources
- Provide necessary health education for patients and families and customize patient education tools
- Provide behavioral/emotional support and supervision for those with cancer

Certified Nursing Assistant, St. Joseph Hospital - Lexington, KY 06/2005 to 06/2007

Medical/Surgical Unit with emphasis on geriatrics

- Delivered high quality and compassionate care to all patients
- Performed all tasks with a patient-centered focus while seeking opportunities for improvement of processes and treatments
- Assisted patients with healing and recovery after surgery
- Obtained vitals for a floor of 36 patients per shift and recorded patients' temperature, pulse and blood pressure
- Partnered with team of Registered Nurses to ensure over all well-being of all patients
- Collaborated with members of healthcare team to improve patient outcomes

OTHER MANAGEMENT EXPERIENCE

Front End Associate/Team Leader/Assistant Manager, Hobby Lobby - Nicholasville, KY 1999-2005

- Assigned front end associates their daily assignments
- Ensured proper breaks and lunches; light accounting duties
- Involved in scheduling employees and finding staff coverage as needed
- Designated trainer for new staff
- In charge of inventory and supplies

VOLUNTEER/COMMUNITY SERVICE

Chairperson, Relay for Life, American Cancer Society, Lexington, KY 2010 to present (Organizer and runner 5 consecutive years)

Participant, Cinderella's Closet, Lexington, KY (30+ hrs)

Fundraiser, Jarrett's Joy Cart, Lexington, KY, 2013 to present (100+ hours annually)

EDUCATION AND LICENSURE

Insert University, degree obtained, year graduation

Honors and Accomplishments:

- Graduated Magna Cum Laude
- Received Faculty Recognition Award at graduation for outstanding leadership and community service
- Worked 20 – 30 hrs/week while going to school full-time
- Verbal fluency in Spanish and French

Registered Nurse (RN), Issued by: Kentucky Board of Nursing, 2/17/2010 to present, License Number: #####

Basic Life Support American Heart Association, Date Issued: 9/13/2010; Expiration Date: 9/01/2015