

# Sara Smith

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## Objective

To obtain a position as a Registered Nurse in healthcare facility.

## Skills

- Certified in CPR / BLS and CNA
- Knowledgeable in administrative support procedures; answering phones, filing, and faxing
- Experience in Soarian, Meditech, EPIC and Microsoft Office
- Adept multi-tasker, detail oriented, efficient and reliable team player
- Professional bedside manner, compassionate caregiver, patient and family focused

## Education

### **Associates Degree in Science: Nurse Education**

May 2022

Quinsigamond Community College, Worcester, MA

- Awarded Merit List - Fall 2020 & Dean's List, Spring 2021

## Clinical Experience

**Long Term Care** - Fairlawn Rehabilitation Hospital

**Medical/ Surgical** - Harrington Hospital, Cardiology

**Maternity** - UMASS Memorial

**Medical/ Surgical** - Milford Hospital, Telemetry

**Pediatrics** - UMASS Memorial University Campus

**Elementary School Pediatrics** - Worcester Public School

**Medical/ Surgical** - St. Vincent Hospital, Telemetry

**Psychiatry** - Worcester Recovery Center and Hospital

## Work Experience

### **Unit Secretary**

June 2018 - Present

UMASS Memorial Neonatal Intensive Care Unit, Worcester, MA

- Answer phones, file documents in charts and create packets
- Order products for blood work, print lab slips, and maintain organized records
- Communicate effectively with doctors, nurses, patients and family members
- Process patient discharges completing all necessary paperwork

### **Patient Care Associate**

January 2015 – June 2018

Reliant Medical Group, Worcester, MA

- Helped patients with ADLs, documented vital signs and blood sugar levels in patients' records
- Reported changes in patient status or abnormal results to the RN
- Observed and supervised patients for safety
- Scheduled interpreters as needed for patients

### **Certified Nurse Assistant**

June 2013 - January 2015

Fairlawn Rehabilitation Center, Worcester, MA

- Took and monitored residents' vital signs, charting any changes in residents' records
- Assisted residents with daily living needs; dressing, changing, bathing, feeding and toileting
- Maintained professionalism and confidentiality at all times



