

# Graduate's Name, BSN, RN

Street, City, State, Zip

Phone • email

## **OBJECTIVE**



*Nursing recent graduate seeking to use earned skills and knowledge in a nursing role. Demonstrated safe care skills and knowledge base. Excellent interpersonal skills and a dedicated worker with a sense of purpose.*

## **EDUCATION**

### **RUTGERS UNIVERSITY**

**Blackwood, NJ**

- Bachelor of Science in Nursing, GPA: 3.6; Dean's List, 2017-2018
- Most Supportive Senior Award, April 2018, Peer Mentor, Lab Mentor

May 2018

## **LICENSURES & CERTIFICATIONS**

- Registered Nurse: New Jersey State Board of Nursing, License
- Basic Life Support (BLS) certified by American Heart Association: exp. Date 08/19

## **WORK EXPERIENCE**

### **Regal Entertainment Group, Washington Township, NJ**

Floor Staff, Shift Lead

November 2010 - December 2017

- Managed all customer traffic and cash register operations.
- Answered customer questions and completed required paperwork.
- Maintained clean and neat concession stand and box office workspace.
- Performed various opening and closing duties.
- Attended all required training and service meetings.
- Provided on the job training and mentorship for new employees.

### **Our Lady of Guadalupe Parish, Lindenwold, NJ**

Data Entry Assistant

January 2015 - January 2017

- Transferred data from paper formats into computer files or database systems.
- Typed in data provided directly from parishioners.
- Created spreadsheets with large numbers of figures without mistakes.
- Verified data by comparing it to source documents and Updated existing data.
- Retrieved data from the database or electronic files as requested.
- Performed regular backups to ensure data preservation.