

Sophia Turner

Admin/Mgmt Travel Nurse

📞 (312) 555-0147

✉️ sophia.turner@example.com

🌐 linkedin.com/in/sophiaturner

📍 123 Maple Street, Chicago, IL 60616

STRENGTHS

- ♥️ **Compassionate Caregiver**
Built strong relationships with patients, making them feel safe and valued each day.
- 👥 **Collaborative Team Player**
Worked harmoniously with diverse medical teams, fostering unity for collective goals.
- 🔧 **Adaptive Problem Solver**
Adjusted quickly during unforeseen situations, ensuring patient care remained uninterrupted.
- 💬 **Effective Communicator**
Simplified complex medical jargon for patients; reduced anxiety through clear dialogue.
- ✔️ **Detail-Oriented Professional**
Prioritized accurate record-keeping; crucial for delivering precise patient care.

SKILLS

Patient Care Care Coordination

Documentation and Reporting

Time Management

Emergency Response

Clinical Assessments

Patient Education

Team Collaboration

Critical Thinking

Interpersonal Skills

Conflict Resolution

Health Promotion Communication

Adaptability Record Keeping

LANGUAGES

English

Native

SUMMARY

Dedicated and compassionate registered nurse with over 3 years in admin and management roles within hospital settings. Proven ability to assess patient needs, implement effective care plans, and collaborate with multidisciplinary teams for high-quality healthcare delivery. Committed to continuous professional growth and enhancing patient care processes. Secured patients' trust by fostering open communication and offering clear explanations regarding treatment paths. Reviewed and adapted care strategies swiftly during emergencies, ensuring optimal results during critical patient situations. Eager to contribute expertise in a challenging environment while prioritizing patient comfort and safety.

EXPERIENCE

Travel Nurse

HealthFirst Medical Center 📅 March 2025 - Present 📍 Oak Park, IL

Provide comprehensive nursing care to patients in a fast-paced hospital environment. Collaborate effectively with physicians and clinical staff for achieving optimal patient outcomes. Ensure documentation accuracy in patient records, elevating quality and accountability standards. Deliver urgent care support amidst complex patient situations enhancing recovery rates.

- Assessed patient health conditions regularly to determine necessary interventions.
- Conducted thorough documentation of care provided, maintaining up-to-date medical records.
- Executed urgent care procedures during emergency cases, promoting patient stabilization.
- Actively collaborated with the care team to formulate tailored care strategies.

Registered Nurse

CareWell Hospital 📅 June 2023 - February 2025 📍 Evanston, IL

Managed patient flow and coordinated care for high-volume wards. Conducted assessments, monitored vital signs, and supported continuum of care for patients. Influenced patient education practices on treatment pathways and post-discharge care, empowering families with the needed information.

- Monitored vital signs and made necessary adjustments to care based on real-time observations.
- Assisted interdisciplinary efforts to facilitate seamless transitions between departments.
- Developed informational materials for patients, building their understanding of ongoing treatments.
- Participated actively in case discussions to enhance integrated care delivery.

Nursing Intern

Bright Horizons Nursing Agency 📅 September 2022 - May 2023 📍 Chicago, IL

Supported nursing staff in delivering care, gaining invaluable experience through varied clinical rotations. Enhanced knowledge in patient assessment techniques while documenting care to bolster professionalism. Contributed to team meetings, assisting in strategic planning for patient care.

- Assisted registered nurses in performing routine assessments and care documentation tasks.
- Engaged proactively in educational initiatives, encouraging patient questions.
- Gained acumen in providing bedside assistance, enriching patient interactions.
- Collaborated with peers, sharing insights and seeking guidance on best practices.

LEADERSHIP & AWARDS

- Recipient of the Nurse Excellence Award for outstanding patient advocacy and teamwork.
- Honored with the Best Team Collaboration Award for exceptional service in multi-disciplinary projects.

EDUCATION

Bachelor of Science in Nursing

University of Illinois at Chicago 📅 GPA: 3.8 📅 2022 📍 Chicago, IL

MY CAREER



● Travel Nurse at HealthFirst Medical Center (1.2 Years)

● Registered Nurse at CareWell Hospital (1.7 Years)

● Nursing Intern at Bright Horizons Nursing Agency (8 Months)

Coursework: *Fundamentals of Nursing, Pharmacology, Medical-Surgical Nursing, Pediatric Nursing*

CERTIFICATIONS

- Illinois RN License 📅 2022
- BLS Certification 📅 2023

TECHNICAL SKILLS

- **Electronic Health Records:** Epic, Cerner, MEDITECH
- **Communication Tools:** Zoom, Microsoft Teams, Google Meet
- **Documentation Software:** Microsoft Word, Excel, PowerPoint
- **Patient Monitoring Systems:** Cardinal Health, Hill-Rom, Philips
- **Medical Equipment:** IV Pumps, Vital Sign Monitors, ECG Machines
- **Nursing Assessment Tools:** Nursing Skills Checklist, Pain Scale Assessments, Patient Survey Tools
- **Scheduling Software:** Kareo, Meditech, Shift Admin
- **Telehealth Platforms:** Doxy.me, Amwell, Teladoc
- **Learning Management Systems:** Relias, HealthStream, Blackboard
- **Statistical Analysis Software:** SPSS, SAS, R

PROFESSIONAL AFFILIATIONS

- Member of the Illinois Nurses Association contributing to policies that influence nursing standards.
- Volunteer Nurse with Charitable Health Services providing community-based care.

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST