

Jane Smith
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Objective

Too bring my strong leadership skills and experience to a high-energy team where my excitement for nursing can be utilized. I am looking to further my education as a nurse in order to prepare for future management opportunities with a strong organization.

Employment

Missouri Baptist, Ballwin
October 2010 to Present
Director of Nursing

- Provide quality assurance checks through walking rounds, wound rounds and reviewing care plans with families and nursing staff to promote excellent customer service and customer relations.
- Supervise the day-to-day nursing activities in addition to assisting in resident care where needed.
- Review and approval of payroll utilizing Kronos software
- Designated Optimus Super user with extensive knowledge of LSS electronic charting system.
- Perform interviews and hiring of CNAs and Nursing Staff utilizing the Virtual Edge Software system for scheduling and feedback.
- Perform annual performance reviews of nursing and CNAs.
- Manage staffing needs and perform on call rotation in addition to providing assistance outside of work hours when not on call.
- Assisted with obtaining and managing documentation and interviews through state survey process contributing to successful outcome and maintain regulatory standards
- LSS Emerging Leaders Program

Charge Nurse Medicare Unit, Nursing Supervisor
February 2009- March 2010

- Provide nursing care to residents, and supervise the day-to-day nursing activities performed by nursing staff.
- Always willing to take on a new challenge
- Constantly looking for ways to be more efficient on the floor by utilizing my experience in business and technology along with my nursing experience.

Mercy, St. Louis
December 2006 to February 2009
RN, Cardiac Step down Unit, Charge Nurse at Rehab Hospital

- In service staff and Train new nurses
- Managed staffing for current shift and oncoming shifts
- Charge nurse over 60 bed facility
- Assist other nurses with any issues they were unable to handle.

Education and Associations

St. Louis University: **Bachelor in Nursing, RN**
May 2007