**Robert Jordan**  
55441 Blue Brisket Circle, Apt. #334  
*robertjordan@email.com*  
675-990-3321

**A. Summary**

Recent nursing graduate looking to increase experience and hone skills while caring for patients, relatives, and staff employees at a long-term care facility. Possesses experience in geriatric care, wound care, and rehabilitation medicine. Able to assist patients with activities of daily living (ADLs) and provide all needed nursing care. Has several years of experience in volunteering with geriatric populations.

**B. Working Experience**

**March/2017 - August/2017 – Mary of Magdalene Long Term Care Facility, Baltimore, MD**  
**Responsibilities:** Provided comprehensive nursing care to elderly patient and their family members during night shifts at a residential care facility. Logged over 150 observation hours in the geriatric care environment. Assisted nursing staff with recording medication dosages and administration for patients. Served as an emotional support resource for families while helping with the transition to long term care. **Achievements:** Demonstrated motivation and initiative to perform and give care independently. Became a certified phlebotomist by amassing more than 250 hours of observation and practice.   
  
**January/2016-August/2016– Barbara Bullock Residential Elderly Care Home, Easton,  
MD**  
**Responsibilities:** Assisted patients and nursing staff with care and duties as a Certified Nursing Assistant (CNA), including linen changes, taking vital signs, and daily hygiene care for patients. Performed secretarial duties including file sorting, answering the phone, and filling out paperwork. Acted as an emotional support for visitors.   
**Achievements:** Received the Best Employee Award from the Barbara Bullock Residential Elderly Care Home for phenomenal service as a nursing assistant. Learned about challenges common in geriatric care, especially long term care facilities.

**C. Education and Academic Training**

Bachelor of Science in Nursing  
University of Maryland - Baltimore, Baltimore, MD  
Kreuger Nursing Honors Program  
September 2012 - May 2016  
3.90 GPA   
  
Certified Phlebotomist  
Harris County Community College Technical Institute, Fulton, MD  
Phlebotomy Certificate Program  
August 2009 - May 2011  
GPA 3.67  
  
Certified Nursing Assistant  
Harris County Community College Technical Institute, Fulton, MD  
Certified Nursing Assistant Program  
August 2008 - May 2008  
GPA 3.88

**D. Job Related Skills**

* BLS Certification, current
* Active RN License # 3337654
* American Heart Association CPR Certified
* National Phlebotomy Association Certified
* Certified Nursing Assistant (CNA)

**E. General Skills**

* Conversational in Spanish
* Proficient with Microsoft Office programs and databases
* Skilled technical writer
* 2nd place finalist in World Rock Climbing Competition