

## **Melinda Smith**

813 South Wolfe Street  
Baltimore, MD 21205  
410-555-1212  
msmith@nursing.edu

### **Objective**

RN position on medical/surgical unit

### **Education**

**Johns Hopkins University School of Nursing**, Baltimore, MD  
Bachelor of Science in Nursing degree candidate, expected July 2007  
GPA: 3.91/4.0, Dean's Honor List

**University of California at San Diego**, San Diego, CA  
Bachelor of Science in Cellular and Molecular Biology, December 2002  
GPA: 3/67/4.0, Dean's Honor List

### **Professional Experience**

**Nursing Student**, Johns Hopkins University School of Nursing, Baltimore, MD  
June 2006 – Present

- Completed five clinical rotations (112 hours each) in continuing care/episodic, labor and delivery/post-partum, pediatrics, and adult medical/surgical. Will complete psychiatric and community health clinical rotations between March and May 2006. Will complete seven-week transitions practicum on medical/surgical care unit (precepted, 224 hrs) by July 2007.
- Medical/surgical clinical rotation, Johns Hopkins Hospital. Provided direct care to liver and renal transplant patients, and those receiving cardiac catheterizations, angioplasties and stent implantations. Care included performing physical assessments, obtaining vital signs, administering medications, executing patient plans of care, evaluating patients' and families' responses to individualized nursing interventions, and providing discharge planning and patient/family education. Registered nurse supervised care provided to patients.

**Clinical Coordinator, Women, Infant and Children (WIC)**, Baltimore, MD  
October 2006 – Present

- Distribute food vouchers to mothers and perform client re-certification.
- Refer women, infants, and children to breastfeeding specialists, nutritionists, and physicians as necessary.
- Perform basic physical assessments including heights, weights, and hemoglobin levels of mothers, infants, and children.
- Educate clients about importance of healthy lifestyles and proper nutrition during pregnancy and post-partum.

## **Melinda Smith**

Page 2

### **Medical Assistant, Dr. Robert Jones, Internal Medicine, San Diego, CA**

January 2006 – May 2006

- Collected history of presenting illness and past medical history, and obtained vital signs.
- Assisted physician with various minor surgeries and routine gynecological exams.
- Obtained EKGs for adult and geriatric patients.
- Administered intramuscular injections.
- Called in prescriptions to pharmacies and addressed insurance referral authorization and billing questions.

### **Medical Assistant, After Hours Urgent Care, Portland, OR**

October 2004 - January 2006

- Obtained vital signs and collected history of present illness and past medical history.
- Drew blood and performed CBC's, urinalysis, and rapid strep tests.
- Administered intramuscular injections.
- Obtained EKGs and performed X-rays in various positions for pediatric and adult patients.
- Assisted physicians and nurse practitioners in minor surgeries.
- Called in prescriptions to pharmacies and made follow-up phone calls to patients.

## **Volunteer Experience**

### **Volunteer, Christ Church's Women's Center, Baltimore, MD, 2007-present**

- Administered flu shots to underserved individuals.
- Prepared and served food.

### **Volunteer, Camp Goodheart, San Diego, CA, 2003-2005**

- Counseled pediatric cancer patients and their siblings.