Palm Beach Atlantic University

CV Guide & Gallery for DNP Candidates & Alumni

Brought to you by The Office of Career Development

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Version 3.0

Contents

Tips from Nursing Professionals for a Great CV

✓ Don't use an objective, consider writing a profile statement or professional profile
✓ Have a multi-page CV showcasing both transferable skills and employment history
✓ If you don't have direct experience in the field, what they want to see are your transferable skills (see the section on <u>Transferable Skills for Counselors</u>)—this could include experience gained from volunteer activities

CV Myths

Myth: Someone is reading your CV and spending minutes pouring over it.

Truth: 50% of CVs submitted for jobs are never read. By anyone. Ever**.** It may be an ATS (applicant tracking system) reading your CV. That means a computer software program is scanning your CV looking for key words. If a person does read your CV, they will spend 6 seconds reading it. Yes, you read that correctly, **6 seconds**.

Myth: You should not include volunteer experiences.

Truth: If you have relevant skills to the position you are applying for, then yes, list them as experience. Experience is experience whether you were paid for it or not. Think of stay at home mothers. They are basically the CEO, CFO and COO of their families. Those are relevant skills if applying for management positions. So don't shortchange yourself.

Myth: If you are a strong candidate, you don't need a great CV.

Truth: You have 6 seconds to impress the recruiter. Your CV needs to shine. If it doesn't, expect it to end up in the trash.

Myth: Companies won't hire Jen, Matt, or Jess.

Truth: Using your full name isn't what gets you an interview; having a stellar CV does.

Myth: Recruiters care about the courses you took in school.

Truth: Nope! They may care about your major, but generally most undergraduate and graduate programs (for any given major) take the same basic classes.

Myth: Showing personality on your CV is a bad thing.

Truth: Well, that depends on how you want to show it. Using fancy and colorful font is one way that will keep you filed in the garbage. Including personal information (marital status, age, etc) also not a good idea. However, in an activities/interests section including something like "Interests include gluten free baking and line dancing," or "James Bond fan" are tastefully appropriate and make for great conversation starters.

Myth: Using a CV template is okay.

Truth: A recruiter can spot a template a mile away. Not only are they wonky to format, they are not well liked. Cookie cutter CVs don't allow you to highlight effectively the parts of your CV that are really important. Also, they often come out looking much different than you anticipate.

Myth: I only need 1 CV.

Truth: Sorry, but you will change your CV for every position that you apply for. It is important to key word optimize for the positions you are applying for, and the key words are different for each position.

Career Development Top Tips

1. Write a **professional profile** not an objective statement. Google it or look at examples in our gallery. Employers don't care what you want. They care about what you have to offer and if it fits their organizational needs.

2. **Show**, don't just tell. Or think of it this way: sell it to me, don't tell it to me. You are advertising yourself and skills, not just stating facts. The difference looks like this:
   Telling: Solicited new business.

   Showing: Conducted over 150 consultative sales calls weekly, qualifying potential customers through a five question format, resulting in a 10% increase in client base.

3. If you don't have direct experience in the field, show your **transferable skills**—this could include experience gained from volunteer activities.

4. **Key Word Optimize**. It is vital to include keywords that the employer is looking for. When you read the job posting, what words do they repeat? What skills, qualities and tasks seem to be emphasized? Use them!

Mistakes That Drive Recruiters Crazy

1. Strict reverse chronological CVs. Consider using a hybrid style (http://www.dummies.com/how-to/content/hybrid-CV-format-combining-timelines-and-skil0.html).
2. Burying the most important information.
   E.g. Poor = 2014, Junior League of the Palm Beaches (president)
   Better = **President**, Junior League of the Palm Beaches, 2014
3. Listing your computer skills. Only if you have advanced skills should you do this.
4. Vague objectives. Skip them altogether!
5. Fancy paper, font and other gimmicky attention grabbers. Let your work stand for itself. Skip the fluff.
6. Writing in first person. No personal pronouns: I, we, me, our! "I managed a team of six staff." = poor. "Managed a team of six staff." = better.

7. Paragraphs. Ug. They are hard to read. Use bullets instead.
8. Spelling, grammar and punctuation errors. Even if your spelling is perfect, watch your punctuation. If you say you are detail oriented and yet only randomly use periods at the end of your bullets, that tells a recruiter you don't pay attention.
9. Writing job descriptions. If anyone else has had your position and can write the same bullet points on her CV, then you need to re-write yours.
10. Information older than 10 years. Unless the experience is the only thing directly related to the position you are applying for, then don't list it. Of course if you were at the company for 20 years and the latter part of the 20 falls within the last 10 years, then list it. But we don't need your entire career history.

Typestyle & Font

Use one that is clean and easy to read. Consider not using a standard Times New Roman, but try something like:

Tahoma	Arial	Bookman	Garamond
Verdana	Gill Sans	Century Gothic	Century Schoolbook

Type Size

Generally size 10-12, but look at the difference font can make depending on the typestyle you choose:

9 pt Verdana
Awarded sales person of the year.

9 pt Calibri (too small)
Awarded sales person of the year.

12 pt Times New Roman
Awarded sales person of the year.

12 pt Bookman Old Style (too large)
Awarded sales person of the year.

CV Length

The term CV is Latin for Curriculum Vitae and means . . . the course of one's life. It is meant to be a longer document that accounts for your professional life and showcases more sections than a standard one or two page resume might. Additional sections are included in a typical CV.

Graphics

- No pictures
- Keep lines and bullets tasteful. Don't use too many styles of font or bullets.
- Relevant graphics showcasing sales records or management success may be appropriate.

Boxes & Tables

Nope! Don't do it. Firstly, Applicant Tracking Systems (ATS) won't pick up any of the information in text box or table. Secondly, they are super tricky to edit. Thirdly, like a cluttered room, a CV with too many boxes and tables makes for a messy read.

CV Formats

Reverse Chronological – traditional style and most in our CV gallery fit this format.

Functional – positions are listed at the bottom and functional categories list work experience regardless of what organization the skill was performed.

PROFESSIONAL EXPERIENCE

MANAGEMENT AND MARKETING
- Scheduled and supervised a staff of 35 individuals while functioning as an assistant manager.
- Processed confidential employee records, salary changes, expense reports and vacation/sick reports.
- Conducted evaluations and performance appraisals and reported findings to senior management.
- Created, planned and coordinated large events, conferences and workshops with 40-50 attendees.
- Focused on expansion of company brands and development of loyal client relationships.
- Identified marketing channels and communication strategies to deliver high-impact results.
- Promoted business objectives and mission by using local and national media relations.

CUSTOMER SERVICE AND ADMINISTRATION
- Acknowledged for outstanding customer service while establishing strong client relationships.
- Served as right hand to lead managers of a national corporation in an administrative assistant capacity.
- Interacted with diverse group to schedule meetings and make travel arrangements for 10 executives.
- Administered payroll and maintained profit and loss statement, balance sheet and inventory.
- Consistently entrusted with large sums of money, petty cash, deposits, change orders and bank deposits.
- Proficient with multiple, company-specific database programs, Internet research and Microsoft Office: Outlook, Word, Excel and Access; used all programs daily to manage E-mail and shared calendar, distribute correspondence, produce reports, develop print media, brochures, fliers and pamphlets.

Hybrid – combines both reverse chronological and functional.

2005-08, Executive Assistant, General Marketing, Inc. (GMI), Baltimore
Project Management
- Planned and implemented a highly successful "Daughters to Work" day with GMI committee members, including overall event coordination for 85 participants.
- Coordinated logistics for video conferences and offsite meetings among national GMI offices, including travel, accommodations, equipment, and presentation materials.

Training & Communication
- Provided confidential, executive-level support to President. Handled member and provider concerns with diplomacy, and followed through to ensure resolution.
- Trained, supervised, and motivated Administrative Assistant to Senior VP.

Functional Skills Categories

Analysis	Architecture	Artistic
Auditing	Bookkeeping	Career Development
Clerical	Collection	Communication
Community Affairs/Relations	Community Organizing	Computer Use
Consulting	Contract Administration	Coordination
Counseling	Curriculum Development	Client Relations
Customer Service	Data Analysis	Data Collection/Entry
Data Processing	Data Development	Database Design/Development
Design	Drafting	Editing
Education	eLearning	Engineering
Evaluation	Facilitating	Finance
Financial Research/Planning/ Analysis	Forecasting	Fund Raising
Graphic Design	Group Work	Human Resources
Human Services	Information Systems	Inspecting/Instruction
Instructional Design	Interpreting	Interviewing
Interviewing/Investigation	Inventory Control	Investment
Layout	Leadership	Management
Market Research	Marketing	Materials Handling
Media Productions	Media Relations	Mediation
Medical Service	Merchandising	Negotiation
Network Design/Development/ Administration	Nursing	Office Support
Office/Clerical	OLAP Design/Development	Operations Analysis
Organization	Organizational Development Planning	Personnel
Planning	Political/Public Action	Presentation
Printing	Problem Solving	Product Development
Product Presentation/Demonstration	Production	Program Analysis/Development
Program Development	Program Evaluation	Program Planning
Program Promotion	Promotion	Public Relations
Publicity	Purchasing	Office Assistant/Manager
Quality Control/Assurance	Record Keeping	Reporting
Research	Resource Development	Retailing
Sales	Scheduling	Social Work
Special Events Planning	Staff Development	Supervision
Systems Analysis/Design	Systems and Procedures	Teaching
Team Building	Testing	Training
Volunteer Management	Writing	Youth Counseling

Transferable Skills

If you are changing industries or fields and do not have direct paid work experience you will want to **show** transferable skills. These are skills you developed in one situation that you can take with you into another, even if the two situations are entirely different. These may be skills you developed through volunteer experiences. It is important to showcase these skills if they are relevant to the positions you are applying for.

TRANSFERABLE SKILLS for NURSES

- Active Listening
- Reflecting
- Empathy
- Establishing of Rapport
- Cultural Humility
- Time Management
- Conflict Resolution
- Critical Thinking
- Technology / Tech Savvy
- Motivating Others
- Research
- Knowledge of Human Development
- Testing & Assessment
- Ethical Decision-Making

- Communication Skills
- Public Relations
- Team work
- Budget Management
- Multi-tasking
- Teamwork
- Record Keeping
- Speaking a foreign language
- Delegating
- Attention to Detail
- Repairing equipment
- Working with people
- Moral / Ethical
- Servant Leadership

COMMUNICATION: the skillful expression, transmission and interpretation of knowledge and ideas.

- Speaking effectively
- Writing concisely
- Listening attentively
- Expressing ideas
- Facilitating group discussion
- Providing appropriate feedback
- Tactful
- Insightful

- Negotiating
- Perceiving nonverbal messages
- Persuading
- Reporting information
- Describing feelings
- Interviewing
- Editing
- Sensitive

RESEARCH AND PLANNING: the search for specific knowledge and the ability to conceptualize future needs and solutions for meeting those needs.

- Forecasting, predicting
- Creating ideas
- Identifying problems
- Imagining alternatives
- Identifying resources
- Gathering information

- Solving problems
- Setting goals
- Extracting important information
- Defining needs
- Analyzing
- Developing evaluation strategies

HUMAN RELATIONS: the use of interpersonal skills for resolving conflict, relating to and helping people.

- Developing rapport
- Being Sensitive
- Listening
- Conveying feelings
- Providing support for others
- Motivating
- Sharing credit
- Counseling
- Cooperating
- Delegating with respect
- Representing others
- Perceiving feelings, situations
- Asserting

ORGANIZATION, MANAGEMENT AND LEADERSHIP: the ability to supervise, direct and guide individuals and groups in the completion of tasks and fulfillment of goals.

- Initiating new ideas
- Handling details
- Coordinating tasks
- Managing groups
- Delegating responsibility
- Teaching
- Coaching
- Counseling
- Promoting change
- Selling ideas or products
- Decision making with others
- Managing conflict
- Project Management

WORK SURVIVAL: the day-to-day skills that assist in promoting effective production and work satisfaction.

- Implementing decisions
- Cooperating
- Enforcing policies
- Being punctual
- Managing time
- Attending to detail
- Meeting goals
- Enlisting help
- Accepting responsibility
- Setting and meeting deadlines
- Organizing
- Making decisions

FINANCE: the ability to work with data, numbers and customers regarding financial products and services

- Product knowledge
- Targeted goals & deadlines
- Accuracy
- Audit records
- Investigate
- Balance money
- Calculate, compute
- Good communicator
- Analyzing data
- Attention to detail
- Focused

LEADERSHIP:

- Decisive
- Arrange & execute events
- Direct projects
- Audit records
- Negotiate / Persuade
- Get results
- Influence
- Lead teams
- Mediate problems
- Take risks
- Run meetings
- Delegate

CREATIVE / ARTISTIC:
- Create
- Music appreciation
- Expressive
- Write
- Play instrument
- Design
- Dance, body movement
- Perform Act
- Draw, sketch, paint

Character / Virtues Qualities Developed by DNP Students at PBA

Reach Out, Reach In, Reach Up: Intellectual, Spiritual, and Character Development of Students through Service Learning is the theme and focus of PBA's Quality Enhancement Plan (2018). Through the efforts of the School of Nursing all DNP students participate in a service learning opportunity, many through the Volunteer Nurse Corps (VNC). As a result of participation and intentional reflection the following character traits/virtues are developed:
- Authenticity
- Cultural Humility
- Integrity
- Ethical/Moral Care
- Humility
- Servanthood
- Servant Leadership

Applicant Tracking Systems

Nurse Managers often are not the first person to read your resume—a computer software system is! An Applicant Tracking System (ATS) is a technical and individualized software that is designed to only pick up resumes that meet the criteria it is looking for. This allows hospital systems to quickly (in a matter of seconds) sort through hundreds of resumes.

Some systems will knock your resume out of candidacy through "knockout questions: "Do you have an active Florida State Nursing License?" AN ATS can also include "disqualifying statements" to screen out candidates: e.g. ATS is programmed to screen out all resumes lacking a bachelor's degree. This means any resume only listing an RN or associates degree will automatically be rejected.

Recruiters can also configure the ATS to only find resumes that include exact keywords: e.g. if it is looking for BLS and your resume lists it as Basic Life Support, your resume will not get picked up by the system. You must absolutely use the terms listed in the job posting and key word optimize!

Key Word Optimize

In order for your CV to be picked up by **Applicant Tracking Systems** you must use key words and phrases in your CV. As you edit your CV for each job you apply, I recommend saving each version by your name and the place you are applying so you can keep an accurate record of which resume you sent to which facility. Below are the areas you can edit to adjust for each job posting, and areas that are great for keyword optimizing for ATS:

Job Titles / CV Headline:
Similar to a news article, CV's can have what is called a headline. It typically is a short phrase or series of job titles that might fit what you are applying for. E.g. Chief Nursing Officer. It goes directly under your name/contact details. Adjust the titles as necessary for each position you apply for.

Branding/Profile Statement:
This is the short paragraph on the 1st page beneath your name/contact details. You may edit words/phrases and sentences to address what each job posting is looking for. So for example if the job posting specifically states a number of times they want someone to give presentations, then you add a sentence that says, "Adept at designing and giving presentations . . . ."

Professional Highlights:
Re-order according to importance and add/edit if there are things a job posting specifically states it wants. So if the company is seeking a top sales earner, the first few bullets should address sales success not presentations.

Knowledge & Skills:
Trade out items within this three column section based on key words within the job posting. If management experience is highlighted over analyzing skills, emphasize that in this section. Use their wording: eg. job posting says Detail Oriented not Detailed, then use the term Detail Oriented.

Professional Experience:
Re-order bullets according to what is important on the job posting. Adjust wording if necessary to meet the key words. It may be a matter of re-phrasing statements. If a posting states it wants someone who uses a "consultative sales approach" then a statement like "Sold $1,500 in optional services per month" becomes "Sold $1,500 in optional services per month using a consultative sales approach."

Each time you adjust your CV I suggest re-naming it. The formula I use for saving new versions of the CV is this:
My Name CV Employer (e.g. Jennifer Fonseca CV Martin Memorial)

Order of a CV

This section provides detail about the order and content of information on a CV. It is recommended you follow this order.

Name & Contact

List your name, followed by your highest earned professional credentials (e.g. BSN, or MSN, or DNP). Only list the credential you have earned. List your address, email, and telephone number. List only one contact address and number, not all the ones you have. Utilize a professional email!

Profile Statements

A profile statement is generally used at the beginning of a CV for an individual with several years of experience. It is located just below one's name and contact details. It is a short paragraph—3 to 5 sentences that state the skills you bring to the table. Often it lists how many years of experience one has in a given field. Other things often put in a profile statement might be areas of expertise, management or leadership style, top skills. See the CV gallery for examples.

SUMMARY

More than 5 years' successful experience in customer service and support with recognized strengths in problem-solving, troubleshooting and planning/implementing proactive procedures and systems. Excellent working knowledge of Microsoft Excel, PowerPoint and Windows. Ability to train, motivate, and supervise employees. Self-sufficient, driven, and consistently looking for ways to improve processes. Keen ability to manage in critical & highly charged situations.

26 Powerful CV Phrases for Profile Statements

1. **Able to bring productive energy**, accuracy and enthusiasm to both individual and group projects
2. **Friendly, positive disposition**, able to converse with a pleasant and uplifting attitude
3. **Persuasive demeanor**, skilled at influencing the opinions & ideas of others and eventually convincing them to try or purchase a product or service
4. **Effective contributor**—capable of voicing opinions about ideas/projects and giving valuable input when needed
5. Always **looking to work beyond** any expectations and deliver exceptional results
6. **Experienced at taking overwhelming, confusing situations** and creating organization, efficiency and productivity
7. **Effective manager**—skilled at accomplishing projects by wisely delegating portions of workflow to those best able to complete certain tasks
8. **Effective counselor/consultant**—able to pinpoint needs of prospects/clients and give beneficial advice when needed
9. **Quick and enthusiastic study**—enjoy learning new skills and technology
10. **Conveniently flexible**—can easily adapt to any changes that may occur within an organization
11. **Effective communicator**—able to clearly relay information, both verbally and in writing
12. Able to analyze a problem/situation, and strategically plan to achieve the best possible solutions
13. **Exceptional motivator**, adept at inspiring others to do the best job possible
14. **Highly creative**, able to think of innovative ideas and solutions
15. **Great problem-solver**, able to outline specific, most cost-effective ways to reach a solution
16. Can successfully take a **project from concept to completion**
17. **Persistent and hardworking**—always striving to meet or exceed set goals
18. Able to **prioritize** and accomplish tasks in a sensible, productive order of importance
19. **Expertise** for functioning effectively in a team environment
20. **Effective at** leading other employees/team members towards achieving specific goals
21. **Effective at** making people feel at ease and comfortable about expressing their thoughts and opinions
22. **Great listener**—able to hear what customer/client is saying and trying to communicate
23. **Skilled at handling multiple tasks smoothly and effectively**
24. **Exceptional** interpersonal skills--capable of interacting with and working with a variety of personalities
25. **Strong work ethic**—always focused on accomplishing tasks/projects as smoothly & effectively as possible
26. **Bonus:** Strong sense of loyalty and commitment

Professional Highlights

You may opt to use this section instead of a profile statement or in addition to one. Some CVs use a bulleted list to highlight achievements from one's career history. These are generally things like earning significant awards, being named top associate, increasing gross revenues by large sums. You get the idea. This allows an individual to put up top, front and center his/her top achievements instead of burying them below in a sea of bullets. For example:

Professional Achievements

- Developed and implemented training for new policies, procedures and best practices for military student recruitment, resulting in a 10% enrollment increase for the Fall A 2014 session.
- TEACH Award recipient for exceeding region's performance metrics and outstanding colleague support and development for 3 years in a row within my 5 year career at DeVry University.
- Selected within six months of employment to be part of several specialty teams at DeVry including military specialty teams and engineering specialty teams.
- Implemented a process improvement methodology at Bisk Education focused on student retention resulting in a 15% retention increase for the location.

KEY ACHIEVEMENTS & AWARDS

- Recipient of 2011 CEO WOW! Leadership Award, ranking the top manager in state of Florida.
- Earned prestigious WOW! Star each quarter of 2011, ranking in top 5% of managers. These are highly coveted and qualify winners for additional incentives for continued exemplary work/customer service (TD Bank).
- Led store to #1 out of 1,700 branches in the entire company (TD Bank).
- Top Gun Performer, exceeding loan volume by 365% and deposit growth by 125% of goal. (Wachovia).
- #1 regional manager out of seven regional managers in West Palm Beach market (Wachovia Bank).
- Promoted to greater positions and solicited by industry leaders based upon sales performance.

Qualifications or Summary of Qualifications

This can be a useful bulleted list for those who need to make sure that they meet particular standards or qualifications in order to be considered for a position. Items that meet this criteria might include the following:

- Ability to speak a foreign language
- Use of particular technical skills, software, hardware
- Required licensure or certifications

Skills & Abilities | Areas of Expertise

Often CVs of experienced individuals include an easy to read section that lists single word or phrases for skills, abilities, areas of expertise, technical skills, etc. I do not recommend creating a table, as Applicant Tracking Systems (ATS) do not pick these up. You can create tabs, use columns, or use symbols to separate the words or phrases contained in this section. Below are some examples:

AREAS OF EXPERTISE

Action Planning & Execution	Training Development & Delivery
Account Management	Communication – Tailored to Audience
In-depth Troubleshooting & Problem Solving	MS SQL 2005/2008 Documentation
Software Application Support	Follow through & Accountability

Areas of Expertise include

Curriculum Development	Adult Education	Process Improvement
Performance Analysis	Relationship Management	Public Speaking
Project Management	Relationship Management	Organizational Consulting
Strategic Thinking	Training & Development	Needs Assessments

CORE COMPETENCIES

TRAINING/MENTORING • MANAGING • COMPLEX PROBLEM SOLVING • ESTABLISHING & MAINTAINING CUSTOMER RELATIONS • DEVELOPING POLICIES & PROCEDURES • CRITICAL THINKING • PROBLEM SENSITIVITY • ANALYZING DATA, INFORMATION & SYSTEMS • ORGANIZING, PLANNING, PRIORITIZING • INFORMATION ORDERING • MONITORING/ASSESSING PERFORMANCE

KEY QUALIFICATIONS

FIELD TECH & TRAINING • HELP DESK MANAGER • CONFIGURATION, MAINTENANCE & TROUBLESHOOTING • TECHNICAL SUPPORT • IT PROJECT MANAGEMENT • TECHNICAL TEAM LEADERSHIP • ACCOUNT MANAGEMENT • LAN/WAN & INTERNET EDGE SOLUTIONS DESIGN & deployment • DNS CONFIGURATION

TECHNOLOGIES

Programing: BASIC • COBOL • C&C++ • PASCAL • FORTRAN • VISUAL BASIC • VISUAL C & C++ • HTML • NET OBJECT FUSION • MS ACCESS • PEOPLESOFT • ORACLE • MS SQL• **OPERATING SYSTEMS:** DOS • SERVER 2003 • VISTA • XP_WIN7 • NOVELL • O/S2 • MACINTOSH • SCO UNIX • **OFFICE APPS:** MS OFFICE SUITE •PAGE MAKER •ADOBE ILLUSTRATOR & PHOTOSHOP• CORELDRAW! • FREELANCE GRAPHICS • HARVARD GRAPHICS • MICROGRAFX• PAINTWORKS •VISIO • QUARKXPRESS • **REMOTE ACCESS SOFTWARE:** LAPLINK • PC ANYWHERE •PROCOMM •CROSSTALK • CARBONCOPY • **INTERNET/NETWORKING:•** LAN/WAN •FILE TRANSFER PROTOCOL (FTP) • HUBS • INTELLIGENT HUBS • FIREWALLS • NETWORK CABLING ROUTERS • INTERNET EXPLORER • MOSAIC •FIREFOX • OPERA • SAFARI

CORE COMPETENCIES

Cognitive-Behavior	Family Systems	Group
Record Management	Solution-Focused Brief Therapy	Crisis Intervention
Continue Care Planning	Group Facilitator/Leader	Client Assessment/Evaluation

Education

This section lists your schools and degrees in reverse chronological order (most recent to least). Generally you only list the schools in which you completed degrees, and instead of a timeframe (August 2016 – May 2018) you only list the month and year you did or will graduate (May 2018). Here are some other general rules of thumb and examples:

- Consider listing GPA if it is/was a 3.2 or higher
- List academic awards, scholarships, or honor societies—and make sure to define how you earned them or what type of society it is (e.g. Psychology Honors Society)

Example 1
Master of Science, Nursing, May 2020
Palm Beach Atlantic University, West Palm Beach, FL

Bachelor of Science in Nursing, June 2018
Florida Atlantic University, Boca Raton, FL
- GPA 3.6/4.0

Example 2
PALM BEACH ATLANTIC UNIVERSITY, FL
Master of Science, Nursing, May 2020
Bachelor of Science, Nursing, May 2017
- GPA 3.6/4.0

Licensure & Credentials/Certifications

After education, list your license, the governing body who awarded it, and the date earned or anticipated to be earned, or when it is good through. List any relevant certifications e.g. BLS, First Aid, ect.

Example 1
CPR, American Red Cross, Expires June 2021

Example 2
Licensure: ARNP, FL #3382822, since May 08, 2001
Adult Nurse Practioner AANPCP Certification: A1114020, last renewed 11/2014
Florida Nurse's Association: Member, 2002 – 2005

Clinical Rotations/Experience

This section will include each of the areas where you completed your clinical rotations. Include the hospital/medical center, city, state, specific rotation area, and the number of hours you completed. You may also want to include bullets showcasing your experience of direct care. See how to write better bullets for how to do this effectively.

Example
Mobile Medical Associates September 2017 to November 2018, Palm City, FL
- Primary Care III rotation: General adult health; APRN Clinical Immersion
- Completed 170 hours of hands on clinical experience
- EHR system: Practice Fusion

Career Experience

How to write better bullets will be described in its own section; however, your career experience section should be listed in reverse chronological order and should include the following information: Employer/Organization, City, ST (location of employer), Position Title, dates of service (MM YYYY – MM YYYY). After this information should come a series of bullets (not paragraphs) describing your accomplishments and contribution.

Example
Registered Nurse, December 2016 - Present
MATRIX MEDICAL NETWORK (Formerly: Lifeplans, Inc.), Waltham, MA
- Performed local nursing assessments for long term care insurance companies
- Assessed disabled client needs based on abilities to perform activities of daily living

Scholarly Work | Presentations

You might consider creating separate sections for articles written, committees served on, workshops or presentations, or combine them into one section. It really depends on the number you have for each. Use common sense to determine this. In terms of formatting if you wrote a scholarly article or presented at a conference, you would list these items in APA style.

Example | Publications
Heyman, P.A. (2015). Isolated Systolic Hypertension. 11th Annual Nurse Practitioner Conference of Palm Beach County. (https://youtu.be/lBFhJbvp-9Y)

Heyman, P.A. (2013). Nurses' Knowledge of Beta Blockers Data Collection Update. Inaugural Palm Beach Atlantic Nursing Honors Society Research Conference.

Heyman, P.A. (2011). Challenges of working with volunteer committees. Online Orientation Case Study. Palm Healthcare Foundation. State of the Workforce Conference

Example | Research
Nurses' Knowledge of Beta Blockers, Principal Investigator. IRB approved. Funded by Florida Nurses Association Grant. (Co-PI is Stefanie Otero, a 2008 PBA nursing graduate.)

Consultations | Committees

If you have served on organization-wide committees, task forces, or groups you would create a section that lists them and what your contribution was.

Example 1
- **Provost's Accreditation Council,** 2015 - Present
- **Senate Graduate Programs Committee,** Chair, 2013 - 2015
- **Faculty Senate**, Senator from School of Nursing, Secretary, 2012 - 2014

Example 2
- Hospital Ethics Committee—reviewed complaints and determined appropriate courses of action, member, 2017 – Present
- Campaign for Action—organized and executed a $2 Million capital campaign to build an additional 30 bed facility, member, 2016-2017

Professional Associations

List the professional associations for which you are currently a member of.

Example
Florida Nurse's Association: Member, 2002 – 2005
Nurse Practitioner Council, Palm Beach County: Member, 2002 – present
Florida Nurse Practitioner Network, Member, 2012-present
American Academy of Nurse Practitioners: Member, 2002 – present

Bullets v Paragraphs in Your Work Experience

Bullet Points
The best way to display your work history is with bullet points. Bullet points after each job allow you to state exactly what you achieved/performed at the job in a manner that draws your attention. Eyes tend to look directly at bullet points naturally. You also do not have to worry as much about being a good writer. Your bullet points should be written like so:

- *Increased sales by 35% within five months.*
- *Restructured sales department to improve efficiency.*
- *Implemented new sales strategy for knick knack division.*

Paragraph descriptions
Paragraphs are not nearly as effective. Rarely do I suggest individuals use paragraphs to describe work responsibilities. Employers will spend no more than 30 seconds on a CV. It is easier on the eye to do bullet points. It also tends to bore the reader and powerful statements often get lost in the prose.

Look how the same bullet points above would appear in paragraph form:

When I was working at ABC Sales Company Inc., I increased sales by 35% within five months and completely restructured the sales department to improve overall efficiency. I also organized division-wide changes in sales strategy.

ZZZZZZzzzzzz. Boring. Also, the longer your paragraphs are, the less likely the hiring manager is going to read them. So why do paragraphs at all?

There is some value to paragraphs, and that value occurs when you are both:

- Good at Writing
- Without Any Real Accomplishments

When your work history does not contain any impressive jobs, or you didn't work in a role that allowed you to have any real effect on the success of the company (for example, it was your job to simply check inventory or enter data – useful, but only a small role in the huge company), there are very few ways to make an effective bullet point. Instead, you may wish to go to paragraph form:

> *While employed at How & Why Corp., my ability to efficiently respond to customer's needs was constantly tested. My role allowed me to practice empathy, critical thinking skills and excellent customer service.*

This paragraph makes your job sound more glamorous, and though it doesn't draw the eye toward it in the way bullet points do, it is an effective way of writing your history for these types of positions.

Does it Paint a Pretty Picture?
After you write your CV, post it on your wall, take a few steps back and ask yourself the following:

- Does it look clean, professional and nice?
- Is it easy to read?
- Does it look like awkward?

By stepping back you are able to look at your CV as a whole piece. You are able to see the collection of bullets, tables and paragraphs. If it looks awkward to you, then it will look awkward to a Hiring Manager. While content trumps design, this is still an important element to consider.

Look at the below examples of bullets. Which one looks better to you?

Example 1:
- This is a short bullet.
- This is a long bullet and while the content is solid, its placement is awkward.
- This is a short bullet.

Example 2:
- This is a short bullet.
- This is a short bullet.
- This is a long bullet however, the content is solid and its placement here looks best.

How to Write Powerful Accomplishment Based Bullets

- ➢ Write **accomplishment & achievement** based bullets—NOT job descriptions! Those are boring and likely don't show the employer what you really excel at.
- ➢ Begin with **past tense verbs** (e.g. managed, administered, created)
- ➢ No first person phrases (e.g. My responsibilities included, I preached, etc = no no)
- ➢ Showcase your **contributions** (e.g. Volunteered as interim pastor, serving congregation of 300 with 3 services a week.)
- ➢ **Show, don't tell** (e.g. Organized evangelistic outreach to community gathering over 150 Christmas gifts and distributing over 400 hot meals to families.)
- ➢ **Highlight achievements** (e.g. Selected out of 5 candidates to serve as interim pastor.)
- ➢ **Quantify:** anytime you can use a #, $ or % do it!
- ➢ **Priority Order** them! Always list from most relevant/impressive to least.

Bullets That Tell	Bullets That Show
Filed documents.	Reorganized office filing system, including over 1,000 office files, in under 3 hours.
Valuable sales employee.	Contacted and maintained strong relationships with new customers resulting in an increase of sales by 12%
Trained employees.	Trained 19 employees in sales, customer service, and machine operation over the course of two weeks.
Planned programs.	Organized and executed 6 programs over a 4 month period covering topics such as study skills, stress reduction, and roommate relations.
(If you were Ben Carson ☺) Performed brain surgery.	Successfully performed brain surgery in 6 hours by removing a 5 centimeter tumor from the left hemisphere of a 12 year old's brain.

Questions to Ask Yourself to Write Better Bullets

➢ What am I most proud about- remember that it isn't so much what you did, but how you did it. (e.g. how did you make a difference?)
➢ How did I do my job differently than any other?
➢ How was my role different from others?
➢ What did people recognize me for consistently?

CV Gallery

The following pages contain examples and samples of CVs from students both in the program and those who have graduated from the program.

NOTE: The following items may have been changed/edits
- ✓ Font sizes have been adjusted in order to better format CVs in the gallery
- ✓ Personal information to preserve privacy
- ✓ Content of items to better show you how to write a good CV

Curriculum Vitae Sample Document and Guidelines

Introduction
A Curriculum Vitae (or CV) is similar to a resume but is typically more inclusisve and complete. A resume offers leeway for creativity, especially in how accomplishments are presented. A CV should be just the facts.

The structure for a CV is
- Education
- Professional Certifications and Associations
- Research activities
  - Current Research/Grants
  - Articles
  - Presentations
- Work experience
- Other

Guidelines/Tips
- If you do not have any research activities, simply omit the heading.
- Within a section or heading, activies should be listed in reverse chronological order (most recent first).
- Use APA style for references.
- If you have held multiple positions at the same institution, please list each one on a separate line (most recent first).
- If you held a similar position on mulitple units, e.g., staff nurse on oncology and surgical, list both on the same line. (See example on next page.
- Assume the audience knows what nursing jobs are. You only need to explain something that is out of the ordinary.
- If your CV is more than one page, then make sure your name and phone number and/or e-mail address is on every page. Use page numbers. Using the 1 of 2
- Proffred you CV. Then proof read it AGAIN. Then ask someone else to proof read it. Then print it and proof read it again. (Did you notice the mis-spelling earlier this bullet?) Rest assured the reviewers will see the misspellings you missed.
- Preferably save your CV as a PDF. Microsoft Word is notorious for reformatting documents on different computers.

Jane Doe, BSN, RN

1000 Fakest Street West Palm Beach, FL 33401
561-000-0000
janedoe@email.com

Education

Bachelor of Science, Nursing, Palm Beach Atlantic University, W Palm Beach. May 2012

Associate of Arts, Palm Beach State College, May 2010

Professional Certifications and Associations

Licensure: RN, FL #1111111, since June, 2012
BCLS since 2010
ACLS since 2012
Basic Arrythmias, 12 Lead EKG Interpretation: 2012
Florida Nurse's Association: Member, 2002 – 2005
Sigma Theta Tau: Member, 2011

Current Research

If applicable. List any grants

Publications

Doe, J., (2012). Student experiences with standardized testing. *Fake Journal of Nursing Student Research,* *20*(1), 23-25

Refereed Presentations

Doe, J. (2013). The lived experience of high stakes testing. Sigma Theta Tau National Conference

Work Experience

Assistant Nurse Manager, Progressive Care, Fake Regional Medical Center, 2014 – present
Staff Nurse, Progressive Care, Oncology, Fake Regional Medical Center 2012 – 2014
Nursing Assistant, Oncology, Phony Hospital, 2010 – 2012

Community/Service

Fake Healthcare Foundation, Health Educator, 2012 – present.
Boggy Creek Gang Camp: Volunteer Counselor Asthma Week, 2013 – 2014

Miscellaneous/Personal

Black belt in Tae Kwon Do
Spanish: Fluent (lived in South America)

Alexandra Judy Renelus, RN, MSN

12345 Starblaze Dr. Greenacres, FL, 33463

ajrenelus@gmail.com 561-333-3333

HIGHLIGHT OF QUALIFICATIONS:

Registered Nurse with over three years of professional experience. Effective communication skills who receives and gives feedback well. Seeks out new opportunities for growth, service, and learning. Adaptable to new population types and work cultures. Ability to apply evidence-based knowledge to patient care and individualize research to patient needs. Works in collaborative manner with patients, their families, and other staff members to provide compassionate and skilled care. Provide holistic patient care with spiritual guidance as needed and requested by patient. Skills expertise include:

- Thorough physical assessment
- Obtain health history
- Individualized patient counseling
- Excellent customer service

- Health promotion
- Improve health literacy
- Uphold infection control standards
- Knowledge of Microsoft Office and Outlook

EDUCATION:

Palm Beach Atlantic University, West Palm Beach, Fl

- **Doctor of Nursing Practice/ Family Nurse Practitioner,** August 2018
- **Master of Science in Nursing/ Health Systems Leadership,** May 2017
- **Bachelor of Science in Nursing,** May 2014

PROFESSIONAL LICENSURE AND CERTIFICATIONS:

Registered Nurse- State of Florida License No. RN9386507 Exp: April 30, 2018

Cardiopulmonary Resuscitation /Basic Life Support (CPR/BLS)- American Red Cross Exp: April 2018

National Provider Identifier No. 1245731751- Enumeration date: February 21, 2018

DNP CLINICAL ROTATIONS:

Mobile Medical Associates September 2017 to November 2018; January 2018 to February 2018
Palm City, FL

- Primary Care III rotation: General adult health; APRN Clinical Immersion
- Completed 170 hours of hands on clinical experience
- EHR system: Practice Fusion

PreBirth Centers of America June 2017 to August 2017; February 2018 to April 2018
Port St Lucie, FL

- Primary Care II rotation: Prenatal health; APRN Clinical Immersion
- Completed 56.3 hours of hands on clinical experience
- EHR system: AthenaHealth

Jean Y Monice, PA May 2017 to August 2017
West Palm Beach, FL

- Primary Care II rotation: Pediatric health
- Completed 103.3 hours of hands on clinical experience
- EHR system: Practice Fusion

Community Health Center January- April 2017
West Palm Beach, FL

- Primary Care I rotation: General adult health
- Completed 155.3 hours of hands on clinical experience
- EHR system: AthenaHealth

PROFESSIONAL WORK EXPERIENCE:
Registered Nurse December 2017 - present
Kinlaw Consulting, Inc., Boynton Beach, FL
- Perform health related screenings (i.e. HTN, DM, breast cancer, prostate cancer, BMI, etc) in community settings
- Assess knowledge of education provided for each client and family
- Serve community through improving health literacy through community education
- Attend 2 community health fairs
- Provide prayers as requested by clients and families

Registered Nurse December 2016 - present
Matrix Medical Network (Formerly: Lifeplans, Inc.), Waltham, MA
- Perform local nursing assessments for long term care insurance companies
- Assess disabled and elderly client needs based on abilities to perform activities of daily living
- Report objective assessment findings based on consultation with client, family members, and caregivers
- Independently schedule 1 to 2 hours assessments with client for in-home visits
- Build trust relationship with client, families, and caregivers to come into home and obtain accurate health information

Registered Nurse October 2014- December 2016
Harbour's Edge Health Center, Delray Beach, FL
- Managed care for 10-26 patients during 12.5-hour shift
- Performed shift assessments, 24-hour chart checks, and medication, oxygen, and nebulizer treatment administrations
- Applied sterile and clean technique procedures for dressing changes
- Documented shift assessments using Optimus Electronic Charting system
- Work with and build rapport with team members to provide outstanding care for clients
- Communicated with interdisciplinary teams, patient, and patient family regarding patient care
- Admitted and discharged patients per provider's orders
- Responded to emergency needs of residents in independent living apartments to provide first aid and triage care
- Supervised nursing personnel including Staff RN, LPN. and CNA

Nurse Intern- Telemetry March 2013- March 2014
Bethesda Hospital East, Boynton Beach, FL
- Cared for 10-14 adult patients, on Telemetry floor and on the Benefactor's Pavilion Unit, during 12-hour shifts
- Assessed and documented vital signs and accuchecks; reported abnormal values to RN
- Assisted patients in feeding, bathing, toileting, and other activities of daily living
- Inserted, removed, and emptied Foley Catheters
- Trained 2 employees for Patient Care Assistant (PCA) position
- Communicate information on patient status to RN and to oncoming PCA for continuity of care

Medical Mission Trip, Student Nurse March 2014
Santa Ana, El Salvador
- Performed approximately 50-60 home visits and focused assessments
- Assessed and triaged approximately 50 patients ranging from 1 month to 90+ years in age
- Worked in pharmacy distributing medications and food bags to approximately 50 families
- Assisted Medical Doctor during consults with patients
- Provided spiritual support for approximately 50 families

VOLUNTEER/ COMMUNITY SERVICE EXPERIENCE:
Registered Nurse 2014 to present
Bethel Evangelical Baptist Church, Delray Beach, FL
- Participate in annual Health Fair to provide triage healthcare to approx. 30-60 church members and surrounding community residents
- Assess vital signs for elderly members twice a month
- Educate church members on chronic diseases, treatment, and management

Bethel Evangelical Baptist Church, Con't
- Educate church members on prescribed medications
- Perform basic first aid for children and adults as needed
- Mentor 4 nursing students within church community

Registered Nurse April 2016 to February 2018
 St Ann Place West Palm Beach, FL
- Assisted Nurse Practitioner to provide triage healthcare to homeless men and women ages 18 to 75
- Performed focused assessments, administer medications, perform basic first aid, and perform dressing changes
- Educated homeless clients on chronic diseases, treatment, and management
- Provided care management, referral to health care organizations and facilities
- Precept 5 Registered Nursing students and educated them to understand differing needs of homeless clients

Children's Ministry volunteer 2005- 2016
Bethel Evangelical Baptist Church Delray Beach, FL
- Created age appropriate lesson plan
- Led 2-hour Children Services for approximately 50 school age children
- Trained 3 adolescents ages 14-18 for teaching positions
- Supervised and trained approx. 10- 20 new volunteers

PROFESSIONAL AFFILIATIONS:
- **Sigma Theta Tau International Honor Society of Nursing** Member since Spring 2016
- **American Nursing Association** Member since Spring 2016
- **Nurse Practitioner Council of Palm Beach County** Member since Fall 2015
- **Faith Community Nurse** trained Summer 2016

ELECTRONIC HEALTH RECORD CHARTING SYSTEMS:
- **Optimus EMR**- Advanced
- **AthenaHealth**- Intermediate, basic comprehension of billing
- **Practice Fusion**- Intermediate, intermediate comprehension of billing

LANGUAGES:
- **Haitian Creole-** Fluent in Reading, Writing, and Speaking
- **French-** Basic comprehension, elementary level proficiency

REFERENCES:

Dr Nakisha Kinlaw, DNP, AGPCNP-BC
Faith Community Nurse Practitioner
Kinlaw Consulting, Boynton Beach, FL
nkinlaw84@gmail.com
561-516-4287

Evens Jules
Senior Pastor
Bethel Evangelical Baptist Church, Delray Beach, Fl
juvens4yhvh@yahoo.com
561-272-8989

Suzette Golaub
MDS coordinator
Harbour's Edge, Delray Beach, Fl
954-258-4530

Patrick A. Heyman, Ph.D., ARNP

Palm Beach Atlantic University
901 S. Flagler Drive
West Palm Beach, FL 33401
561-803-2829

1234 Center Lane
Riviera Beach, FL 33404
561-2222-1234
patrick_heyman@pba.edu

Education

Ph.D., Nursing, University of Florida, Gainesville. May 2003
Dissertation Title: Hemodynamic parameters of patients with treated hypertension and coronary artery disease
Advisor: Dr. Carolyn Yucha

Master of Science, Nursing, University of Florida, Gainesville. Dec 2000
Advisor: Dr. Myrna Courage

Bachelor of Science, Nursing, University of Florida, Gainesville. May 1999

Bachelor of Science, Biology (Chemistry Minor), Palm Beach Atlantic College, West Palm Beach, December 1994

Biology/General Engineering, Air Force Academy, attended 1991-1993
Honorable Discharge

Professional Certifications and Associations

Licensure: ARNP, FL #3382822, since May 08, 2001
Adult Nurse Practioner AANPCP Certification: A1114020, last renewed 11/2014
Florida Nurse's Association: Member, 2002 – 2005
Nurse Practitioner Council, Palm Beach County: Member, 2002 – present
Florida Nurse Practitioner Network, Member, 2012-present
American Academy of Nurse Practitioners: Member, 2002 – present
Sigma Theta Tau: Member, since 2002
Southern Nursing Research Society: Member, 2003 – 2006
1st Aid, BCLS: Certified since 1994
Basic Arrythmias, 12 Lead EKG Interpretation: 2001

Current Research

Nurses' Knowledge of Beta Blockers, Principal Investigator. IRB approved. Funded by Florida
    Nurses Association Grant. (Co-PI is Stefanie Otero, a 2008 PBA nursing graduate.)

Publications

Adams, (2009). Pharmacology: *Connections to Nursing Practice*. Upper Straddle River, NJ: Pearson
    Prentice Hall. (contributed 5 chapters to instructor manual, test bank, and online

supplemental materials)

Heyman, P.A. (2006). Assessment of the immune system. *Contemporary Medical-Surgical Nursing. (Daniels, Nosek, Nicoll, eds.).* NY: Thomson Delmar Learning. (textbook chapter)

Refereed Presentations

Heyman, P.A. (2015). Isolated Systolic Hypertension. 11th Annual Nurse Practitioner Conference of Palm Beach County. (https://youtu.be/lBFhJbvp-9Y)

Heyman, P.A. (2013). Nurses' Knowledge of Beta Blockers Data Collection Update. Inaugural Palm Beach Atlantic Nursing Honors Society Research Conference.

Heyman, P.A. (2011). Challenges of working with volunteer committees. Online Orientation Case Study. Palm Healthcare Foundation. State of the Workforce Conference

Heyman, P.A. (2011). Nurses' Knowledge of Beta Blockers Study Blueprint. Florida Nurses Association Annual Conference.

Heyman, P.A. (2009). Using Podcasting and Personal Response Systems to Bridge the Practice Gap. (accepted) Twenty-Seventh Annual International Nursing Computer and Technology Conference.

Heyman, P.A. (2009). Get This Survey Monkey Off Your Back. (accepted) Poster Presentation at Twenty-Seventh Annual International Nursing Computer and Technology Conference.

Heyman, P.A. (2008). Online Generic County-wide Student Hospital Orientation: The Case for Open Source Software. Paper presented at Twenty-Sixth Annual International Nursing Computer and Technology Conference.

Heyman, P.A. (2008). Computerized Clinical Placement System: A Case Study for Regional Adoption. Paper presented at Twenty-Sixth Annual International Nursing Computer and Technology Conference.

Heyman, P.A. (2008). Podcasts: Cutting Through the Hype, A Nuts and Bolts Workshop (3 hour workshop). Paper presented at Twenty-Sixth Annual International Nursing Computer and Technology Conference.

Heyman, P.A. (2005). Hemodynamic Parameters of Patients with Coronary Artery Disease and Hypertension. Poster Presentation. Southern Nursing Research Society Proceedings.

Heyman, P.A. (2003). Applanation tonometry in a substudy of International Verapamil/Trandolapril Study Subjects. Poster Presentation. Southern Nursing Research Society Proceedings.

Heyman P.A. (2003). Hemodynamic parameters of patients with treated hypertension and coronary artery disease. Presented at College of Nursing Research Day, Univeristy of Florida.

Other Presentations

Heyman, P.A. (2013). Value Based Purchasing and Affordable Care Act Compliance. Palm Healthcare Foundation, Chief Nursing Officer Meeting

Heyman, P.A. (2008). Online Generic County-wide Student Hospital Orientation. Presented at Florida Nursing Shortage Consortium for possible regional adoption.

Heymanp P.A. (2008). Contraceptive Methods Updated. Presented to Be The One abstinence educators.

Heyman, P.A. (2004). Delegation, Scope of Practice, and the Learning Environment. Nursing continuing education (CEU) presented at Preceptor of Excellence workshops from 2004 – 2008.

Heymanp P.A. (2003). Contraceptive Methods. Presented to Be The One abstinence educators.

Heyman, P.A (2002). Use of the angiotensin receptor blockers in hypertensive patients. Presented at a pharmaceutical educational dinner; sponsored by Boehringer-Ingelheim, Gainesville, FL, 2002

Additional Research Experience

Faculty Adviser, Palm Beach Atlantic University, 2007 – 2008.
Sponsored nursing student Devin Neddo for a student QI grant which was funded. Mr. Neddo was funded, completed his research, and presented it at the 2008 National Student Nursing Association's Annual Conference.

Peer Reviewer, Biological Research for Nursing, 2005
Reviewed manuscript, "The significance of exercise energy and resting energy expenditure data as phsysiological variables."

Doctoral Research, University of Florida, 04/2002 – 04/2003
Wrote protocol and collected data as co-principal investigator for the Gainesville arm of the Ambulatory Blood Pressure substudy to the International Verapamil/Trandolapril Study (INVEST). Ambulatory blood pressure and applanation tonometry measurements were compared to traditional blood pressures measured in subjects of INVEST.

Nursing Research Fellow, University of Florida, 1999 - 2001

Research Assistant, University of Florida, 08/1999 – 12/2000
Designed, developed, and coded the College of Nursing Office for Research Support website (http://con.ufl.edu/ors). Responsible for developing automated data collection forms and research databases. Assisted faculty with data collection and analysis. Prepared poster presentations for conferences.

Research & Evaluations Committee: University of Florida, 1999-2000
Served as the graduate student representative to the college regulatory committee.

Teaching Experience

NUR 6013 Advanced Pharmacotherapy, Palm Beach Atlantic University. 2015, developed and taught

NUR 6003 Advanced Pathophysiology, Palm Beach Atlantic University. 2015, developed and taught

NUR 5013 Faith and Science, Palm Beach Atlantic University. 2015, developed and taught

NUR 4343 Healthcare Policy: Economic and Ethical Analysis, Palm Beach Atlantic University. 2011 – 2013, developed and taught

FYE 1001 First Year Experience, Palm Beach Atlantic University. 2008

NUR 4313 Applied Pathophysiology, Palm Beach Atlantic University. 2008

NUR 2003 Introduction to Professional Nursing, Palm Beach Atlantic University. Summer 2008 (team taught)

NUR 4203 Nursing Leadership, Palm Beach Atlantic University. Spring 2008 (team taught)

NUR 3223 Nursing Research, Palm Beach Atlantic University. 2007 – present, revised and taught.

NUR 4322 Contemporary Nursing Stress Management Strategies, Palm Beach Atlantic University. 2006 – 2007, developed and taught

NUR 3002 (now NUR 2013) Pathophysiology and Pharmacology I, Palm Beach Atlantic University.
2005 – present, developed and taught
NUR 3012 Technicals Skills for Nursing Practice, Palm Beach Atlantic University: 2006 – present, developed and taught

NUR 3203 Pathophysiology and Pharmacology II, Palm Beach Atlantic University: 2005 – present, developed and taught

NUR 3023 (now NUR 2023) Health Assessment, Palm Beach Atlantic University: 2005 – present, developed and taught

NUR 3133 Medical Surgical Nursing, Palm Beach Atlantic University, 2005

PHA 3235 Health Assessment (for Pharmacists), Palm Beach Atlantic University: 2004 – 2006, Doctoral course; developed and taught

DAN 3011 Ballroom Dance, Palm Beach Atlantic University: 2004 – 2005

DAN 3041 Introduction to Latin Dancing, Palm Beach Atlantic University: 2004 – 2005

Co-preceptor, Gainesville Family Physicians, 2002, 2003. Helped precept two nurse practitioner students from the University of Florida.

Mentor/Tutor: University of Florida, 1998-1999. Mentored eight underclass nursing students.

University Service

Provost's Accreditation Council, 2015 -

Senate Graduate Programs Committee, Chair, 2013 - 2015

Faculty Senate, Senator from School of Nurisng, Secreatary, 2012 - 2014

Faculty Senate Exploration Committee, 2010-2012; helped draft the Senate Bylaw Proposal

Faculty Council, Palm Beach Atlantic University, Vice Moderator, 2007 – 2008.

Academic Technology Committee, Palm Beach Atlantic University, 2003 – 2007, 2008 - 2009. Chair: 2005 – 2007, 2008 - 2009; Secretary: 2004-2005

Faculty Colloquia Committee, Palm Beach Atlantic University, 2006 – 2008.

University Assessment Committee, Palm Beach Atlantic University, 2003 – 2005
Develop and institute first University wide comprehensive assessment and institutional effectiveness plan for SACS.

School of Nursing Faculty Committee, Palm Beach Atlantic University, 2004-present.

School of Nursing Admissions, Progression, Graduation Committee, Palm Beach Atlantic University, 2003 – 2005, 2007 – 2009. Chair, 2003 – 2005, 2008 – 2009.

School of Nursing Assessment Committee, Palm Beach Atlantic University, 2003 – 2009. Chair 2005 – 2007.

School of Nursing Curriculum Committee, Palm Beach Atlantic University, 2004 – 2005, 2007 – 2009, Co-chair 2008 – 2009.

School of Nursing Resource Committee, Palm Beach Atlantic University, 2003 – 2007 Chair, 2003 – 2004.

Faculty Mentor
Bobbie Morrison, 2006 – 2007.

Faith and Integration Task Force, Palm Beach Atlantic University, 2004 – 2005.
Spearheading campuswide effort to integrate Christian thought and paradigm with classroom learning.

Clinical Experience

Nurse Practitioner, Palm Beach Atlantic University Health & Wellness, 2006 – 2007.

Nurse Practitioner, Gainesville Family Physicians, 01/2002 – 06/2003

Registered Nurse, Shands at AGH, Gainesville, FL, Progressive Care Unit, 12/2000 – 01/2002

Computer Experience

I have been programming and using computers since 1984. More than simply being able to use a laundry list of programs, I understand information technology, its uses and its limitations. The news often speaks of "IT spending" as though it were some magical thing, but the bottom line is technology has only one purpose: To help you do what you do faster, more efficiently, and with fewer errors. If it does not do these things, then spending money on technology is simply buying toys.

Additonal Projects:

Palm Beach Atlantic University, West Palm Beach Atlantic University, 2003-present
- Developed Online Data collection system for Clinical Site Evaluations
- Developed School of Nursing Student Database to track information needed for daily operations and accreditation
- Developed School of Nursing Website
- Consulted for HWP clinical site database initiative
- Developed HWP Generic Online Hospital Orientation

Doctoral Research, University of Florida, 2002 – 2003
- Designed database to track and reduce 4000+ ambulatory blood presure readings to an analyzable format, able to be matched with corresponding clinic and tonometry pressures.

Research Assistant, University of Florida, 2002 – 2003
- Designed database to integrate with automated data collection forms using Teleform.
- Designed Office for Research Support Website
- Technical support for Office for Research Support

Holbrook Travel, Gainesville, FL, 1995 - 1999
- Redesigned quality control method; designed, developed and programmed Access database to integrate statistical tracking of quality control
- Automated process of developing new educational trips
- Designed database to track trips, clients, and correspondence.

Programs:

Database Development: Access, SQL, DAO, ASP, HTML
Website Development: Frontpage, Dreamweaver, raw HTML, WordPress, Drupal
Desktop Publishing: Pagemaker
Image Editing: Photoshop, Fireworks, Image Composer,
General Office: Microsoft Office, Lotus Smart Suite
Operating Systems: DOS, Windows, Linux
Statistical/Data entry: SPSS, Teleform

Community/Service

First Care, 2014 – present
- Website consulting

Palm Healthcare Foundation, Healthcare Workforce Partnership (HWP), 2003 – present. Community partnership consisting of healthcare provider institutions, healthcare education institutions, private foundations, and government departments.

- Active member; Career Panelist for Nursing Expo 2004.
- Higher Education subcommittee, 2003-2005, Member
- Employer subcommittee, 2004 – present, Member
- Summer camp activity day at SON skills lab, 2006
- Preceptor of Excellence, task force member, CE provider, 2005 – 2008
- Commitment to Community Award, 2005
- Featured in Annual Report, 2005
- Computerized Clinical Placement System, 2006 beta tested, 2007 adopted regionwide
- Generic Online Clinical Orientation, 2008 tested countywide, 2009 adopted regionwide
- Practice -Gap Committee Co-chair

Grace Fellowship: Small group Bible study leader, 2006 – 2007

Be The One, 2004 - present

- Lecture: Contracepive Methods, 2004
- Hot Topics: Teen Sexuality Panelist at Royal Palm Beach High School, 2004
- Video editor and technology consultant, 2004
- Database designer, 2005
- Webmaster, 2005
- Lecture, Contraceptive Methods, 2007

Westide Baptist Church: Sunday School teacher, 1995-2002
Hitchock/Shands Health Fair: Dance Performer, 1998, 1999, 2000
Gainesville Festival of Lights: Dance Performer, 1999, 2000
Alcohol Tobacco & Other Drugs: Interdisciplinary educator, 1999
AHA Heart Ball: Dance Performer, 1999
Florida HIV Conference: Staff, 1999
University of Florida Skills Lab Discovery 98: Volunteer, 1998
Boggy Creek Gang Camp: Volunteer Counselor, 1998
Gator Growl: Swing Dance Performer, 1998
Children's Miracle Network: Dance Teacher, 1998
Stop Children's Cancer: Dance Performer, 1997
Florida Children's Ranch Service Project: Leader, 1994
Florida Children's Ranch Service Project: Participant, 1993
Women's Safety and Self Defense: Assistant Teacher, 1993

Miscellaneous
Brown belt in Karate/Jujutsu
Spanish: Fluent (lived in South America)
Lived in Monrovia, Liberia, 1981 – 1983
Lived in San Jose, Costa Rica, 1984
Lived in Montevideo, Uruguay, 1985 – 1991
Additional Travels:

- England, Holland, 1983
- Argentina, Paraguay, Chile, Brazil, 1989

- Peru, 1996
- Mexico, 1996, 1997, 2002
- Honduras, 1998