**- RESUME -**

**■ Personal Data**

**■ Education Background**

**■ Professional Objective**

**■ Military Service**

**■ Business Background**

**■ Special Achievement**

**■ Special activities**

**■ Experience**

**■ Rewards and Punishments**

**■ References**

**■ Etc**

**Receptionist Resume**

Mary Smith

2709 Wood Road

Toronto ON M4C 1L1

(416) 555-0000

○○○○@○○○○.com

**QUALIFICATIONS**

Excellent written and oral communication skills

Exceptional organizational skills

Self motivated and learn quickly

Follow instructions well

**SPECIFIC SKILLS**

Experienced with all Microsoft Office Programs

Accurately keyboard 70 words per minute

Efficient on 30 line telephone system

Skilled with all types of office equipment

**EXPERIENCE**

Toronto Accounting Firm Inc.

Receptionist Assistant Summer 2000

Answered incoming calls

Typed documents using Micorsoft Word

Operated fax and photocopy machine

**EDUCATION**

Central Toronto High School

Ontario Secondary School Diploma

1995 to 2000 Seneca College

Introduction to Microsoft Office Certificate Course

July 1999

**VOLUNTEER EXPERIENCE / ACTIVITIES**

Volunteer, YMCA youth programs 1998 to 1999

Girl Guide Leader Summer 1999

Intramural Badminton Team, Central Toronto High School 1995 to 2000

**REFERENCES**

Available upon request.

**Consultant Resume**

MR. SAMPLE RESUME CLIENT-**-PC/LAN SUPPORT SPECIALIST**

00000 Some Address Some Place

City, State, Zip Code

Office (000) 000-0000 Home (000)000-0000

Email : 0000@hotmail.com

**Objective:**

To deliver high-quality, professional and affordable PC/LAN Support

Services to individuals, corporations and nonprofit organizations.

● PC Upgrades ● Printer Installs ● Local Area Network Setup

File and Print Sharing ● Operating System Upgrades (Window 9x and 2000)

● Software Installation ● Software Consulting

**SUMMARY**

Infectious enthusiasm for computers; gifted and inspiring System Support Specialist.

Sincerely enjoy the challenge of providing high quality PC/LAN Support services to clients.

Can be trusted to handle end-user problems quickly and efficiently.

Strong background in Network Engineering and Management.

Able to set and achieve goals, and work well under pressure.

Proven ability to get the job done right while holding down expenses.

**SKILLS**

Windows 95/98/2000 Reflection for UNIX MS Office 97/2000

Windows NT/2000 Server MS Proxy Server 2.0 MS Outlook 98/2000

MS Exchange 5.5 Norton Anti-virus Remote Software

**PROFESSIONAL EXPERIENC**E

Technical

Provided technical support and training for multiple site users and remote field staff.

Administered and maintained system and application software for PC s, servers, LAN/WAN routing management,

e-mail, and Internet applications for numerous clients.

Successfully setup, configured and troubleshot NetBIOS and TCP/IP Protocols in a frame relay WAN.

Skilled in performing hardware and software installations, upgrades and troubleshooting system problems.

Customer Service and Marketing/Promotion

Developed reputation as a quality PC/LAN service provider by:

- Identifying and analyzing clients needs and technical problems, developing solutions and assuring them of a PC specialist they could count on;

- Demonstrating a personal interest in clients and treating them with respect;

- Delivering high-quality service to clients and exceeding their expectations;

- Treating clients with respect and answering their questions quickly;

- Maintaining detailed and comprehensive service reports for future reference;

- Following up by phone to determine if additional services were needed

- Completing projects within stated budgetary and time constraints.

Delivered effective sales presentations to business groups and individuals promoting services.

**EMPLOYMENT HISTOR**Y

2000-Present ***PC/LAN Support Specialist*** MR. SAMPLE CONSULTING, City, State

2000-2000 ***System Support Specialist*** LAW FIRM & CO., City, State

1993-2000 ***Shipping Specialist*** WAREHOUSE CO, City, State

**EDUCATION**

Computer Learning Center (CLC), City, State

Diploma in Network Engineering, Management and LAN Support, 2000

Completed various courses at Computer College, City, State

*-References available upon request-*

**Hairstylist Resume**

Kaitlyn R. Lieberman

RR 23 Box 5546 Altoona, PA 16601

814-555-0000

○○○○@aol.com

**CAREER FOCUS**

Field Educator Regionally or Nationally

**PROFILE**

Award-winning Hair Designer Offering 15+ years of Excellence

Maintain a comprehensive understanding of the hair care industry and business operations.

Top sales producer; privately trained by leading hair care company representatives

Creative… artistic…highly skilled & knowledgeable…ambidextrous…photogenic memory…quick thinker…witty sense of humor Ambitious…hardworking…self-motivated…fast and accurate…team-spirited…people-oriented…outgoing

**AWARDS & INDUSTRY RECOGNITION**

First Place Award, Best Hairstylist, Annual Competition, SUPERCUTS, INC., 1999

**PROFESSIONAL EXPERIENCE**

Salon & Staff Management · Client Relations

Train staff assistants and beauty school graduates in traditional/innovative haircutting techniques and salon management.

Proficient at manual and computerized scheduling, bookkeeping, supplies and equipment inventory.

Put people at ease by listening to their concerns and providing consultation with hairstyle decisions.

Product Sales & Knowledge

Privately trained by Sabastian… Paul Mitchell…Joico…Scrupels…Nexxus… Aveda…Wella…Loreal…Redken…Clairol

Highly motivated to sell hair care products to clients, and to educate on product uses and benefits.

Exceed sales goals on a consistent basis through hands-on demonstrations and needs analysis.

Hairstyling, Make-up & Color Mixing

Expert knowledge of chemicals; experienced in mixing of colors for all stages of application.

Apply specialized techniques to create styles for all ages and gender, including makeovers from natural to theatrical.

**EDUCATION**

Cosmetologist License, MIDWAY BEAUTY SCHOOL, Forest Hills, NY, 1987

**EMPLOYMENT HISTORY**

Hairstylist

Supercuts, Inc., Forest Hills, NY, 1996 Present

Ephesians Salon, Altoona, PA, 1987 1996

**CREATIVE INTERESTS**

Studio Photography . . . Music . . . Dance . . . Fashion

**Paralegal Assistant Resume**

EVELYN R. JENKINS

98A Forrest Avenue, Brentwood, New York 11717

(631) 489-0000

○○○○@earthlink.net

PARALEGAL ASSISTANT

Experienced, Certified Paralegal with excellent office management and client relation skills seeking a position within a corporate legal department where a working knowledge of legal terminology, general law, and legal proceedings pertaining to the following case types will be fully utilized and expanded:

Civil Litigation Corporation Wills & Estates Negligence Matrimonial and Medication

Personal Injury Real Estate Malpractice Family Court Bankruptcy Criminal

Detail-oriented with excellent research, investigative, and reporting skills

Exercise independent judgment and decision-making abilities, and a high level of confidentiality Uphold the ethical standards of the legal profession

Windows 98, Word Perfect 8.0, LEXIS/NEXIS, MATLAW, McKinley's, DAKCS

Time Slips / Time Reporter, Forms of Bankruptcy (F.O.B.)

**PROFESSIONAL EXPERIENCE**

Paralegal, Nevins & Associates, Brentonwoods, New York 8/99 present

Report directly to four attorneys with broad ranged responsibilities that encompass the timely and complex preparation of cases from discovery to trial phase.

Coordinate multifaceted office functions encompassing court calendar management, retainment of court reporters, and scheduling of conference rooms for deposition proceedings.

Liaison between attorneys, clients, healthcare providers, insurance carriers, law firms, and government agencies.

Ensure open lines of communication and satisfaction of deadlines through execution of dated correspondence.

Perform computerized and law library research to obtain and gather case-relevant data and materials.

Prepare content-specific case files for attorneys reflecting supporting forms, documentation, and photographs to use during client presentations, and index/cross-reference network database information.

Legal Assistant, Funds Recovery, Inc., Levittown, New York 2/94 8/99

Collaborated with Collections, Medical Billing, and Finance departments to obtain documentation pertaining to the status of more than 50 weekly referred collections cases forwarded to the Legal Department.

Carefully sourced and selected bonded attorneys across the United States utilizing the American Lawyers Quarterly, Commercial Bar Directory, National Directory List, and Columbia Directory List; determined the appropriate choice upon obtainment and review of r sum s, insurance policies, and court filing fees.

Integrated traditional investigative methods and DAKCS database system to gather account histories and casesensitive documentation for attorneys, including credit bureau reports, court affidavits, judgments, skip tracing records, bankruptcy notices, banking statements, proof-of-assets, and trial letters.

Maintained ongoing communication with attorneys and clients from point of referral/discovery to trial phase, facilitating and expediting case settlements that awarded clients a minimum of 80% in recovered funds.

**EDUCATION**

Certificate of Completion, Paralegal Studies Program, 1998

LONG ISLAND UNIVERSITY at C.W. POST, Brookville, New York

Approved by the American Bar Association

**Advertising Director Resume**

**JOHN HARRISON**

606 Winding Road

Alextown, New York 45339

(631) 666-6014

**ADVERTISING DIRECTOR**

Accomplished advertising professional with a dynamic career leading high growth and start-up companies.

Known for strengthening companies to lead in competitive markets and for delivering innovative marketing concepts and strategies. Effectively manage the sales cycle process from client consultation to closing including the development of pricing structures and service negotiations. Core strengths encompass:

Key Account Development Client / Public Relations Sales Analysis & Reporting

Solutions Selling & Marketing Public Speaking Project Management

Team Building & Leadership Advanced Presentations Contract Negotiations

**PROFESSIONAL EXPERIENCE**

**Senior Advertising Manager** 1985 - 2000

CABLE MEDIA PRODUCTIONS, INC., New York, New York

*Animal World, Global Travel, Health Line*

. Spearheaded key account development programs that targeted, penetrated, and launched business growth throughout Northeast, Southeast, and Midwest regions.

. Overachieved projected sales volumes for 1999 by 74% with revenues in excess of $16 million.

. Established senior-level contact with 43 advertising agencies throughout New York City and Boston.

. Effectively negotiated and sold 30-second units of commercial advertising space to client agencies with major accounts that included Coors, AT&T, Lucent Technologies, Clorox, and Avon.

. Positioned Discovery Communications as a viable advertising avenue to target viewer audiences inclusive of preschool to elementary aged children, and adults in the 25-54 age category.

. Orchestrated the promotion of in-banner advertising and hotlinks.

. Secured Cable Media Production's first million-dollar advertising sale with AT&T.

. Single-handedly negotiated and closed the network's first on-line deal with Independent Films in 1998.

. Pioneered the organization's cross-channel promotion programs, heightening American Production s visibility with additional coverage in U.S. News and World Report magazine.

. Captured the interest of clients and professional audiences of up to 300, with powerful, invigorating presentations illustrating the benefits and value-added solutions of cable network advertising.

. Created innovative account retention programs to protect key clients from competition.

. Pioneered the development of sales and marketing strategies and advertising plans.

. Chaired weekly competitive meetings to discuss season networks, market segments, and departmental issues with senior management, account executives, account planners and sales assistants through open discussions and persuasive presentations.

**PROFESSIONAL EXPERIENCE**

**Cable Media Production, continued**

. Launched the business growth and development of this fledgling network cable start-up company.

. Developed convergence marketing proposals tailored to $500,000 budgets, mapping multifunctional advertising packages that incorporated the Discovery Channel's magazine, website and network.

. Spearheaded the development and execution of Internet based hotlinks advertising.

. Collaborated with the International Education Society on the introduction of an on-line chat room to encourage post-viewing discussions amongst students.

. Technically astute and aware of the network s full product set including software solutions.

. Allocated airtime programming that strategically assigned segmented advertising blocks on a regional level.

**EDUCATION**

**Bachelor of Business Administration**

PACE UNIVERSITY, Pleasantville, New York

SALES AWARDS

Recognized at 25 Top National Sales Organizations, Media and Marketing Magazine, 1999

Excellence in Salesmanship based on Meyer's Survey, 1995 -1999

**PARTICIPATORY MEMBERSHIPS**

Vice President, American Management Association, 1994 - present

Heart Walk Captain, American Heart Association, 1992 -1998

Committee Member, Community Mainstreaming Program, 1993 -1994

Committee Member and Fundraiser, Americans for Aids Research, (AMFAR), 1992 -1993

**PROFESSIONAL DEVELOPMENT**

Extensive presentations and skill development workshops / Communispond / Speakeasy

**Attorney Resume**

BENITA APPELBEE

85-23 Jewel Ave.

Queens, New York 10128

cell: (718) 454-8488

fax: (718) 834-6216

benitabomb@bom.com

**PROFESSIONAL EXPERIENCE:**

**Eagle & Associates, Ltd.**, Yonkers, New York

Attorney, 2000 - Present

One of three attorneys law firm representing the United Car Rental Association in their landmark suit against Federal insurance regulation

Monitor and analyze legislation pertaining to the rental of motor vehicles, including:

-Taxation

-Forfeiture

-Impoundment

-Titling

-Registration

-Environmental concerns

-Solid waste

-Air quality

-Water quality issues

-Employment

Design and maintain the firm's web page and firm's peer-to-peer computer network

**Hassel, Ebramsky & Brandwynn**, New York, New York

Legal Assistant, 2000 - 1999

Contributed to the team success of this 17-attorney law firm.

Provided both legal and non-legal research and memorandum writing

Assisted with litigation document production

Monitored proposed legislation pertaining to environmental, insurance, health, transportation, taxation, and workers' compensation issues

Responsible for marketing research of proposal for expanding the client base of the government relations department

**1999 Vermont State Legislative Session**, Albany, Vermont

Legislative Assistant, Spring 1999

Monitored proposed legislation affecting the House Minority Caucus

Conferred with state agencies, legislators, and lobbyists

Wrote weekly bill summaries and status reports and drafted news releases and responded to letters from constituents

**COMPUTER EXPERIENCE:**

Research: Internet, Westlaw, Hoovers, and Lexis/Nexis

Software Proficiency: Word, Word Perfect, Excel, Access, and various office suite and internet applications including Netscape, Internet Explorer, Forte Agent, Eudora Pro, and Hotdog HTML editor

Operating Systems: MS-Windows 95, MS-Windows 3.1 and 3.11, MS-DOS, and MacOS

Special Skills: HTML programming, WWW, Usenet, Gopher, and FTP. Some hardware experience, including managing a peer-to-peer network.

**EDUCATION:**

St. John's University School Of Law, Queens, NY

Degree: Juris Doctor, May 2003

Honors: Dean's List

St. Paul's University, St. Paul, MN

Degree: Double B.A. in History/Political Science and English, Magna Cum Laude, 2000

Honors:

Phi Beta Kappa Honor Society

President's Scholarship

Dean's List

College Fellow in History/Political Science

Political Science Achievement Award

**Commercial Banking Resume**

MONTY BARL

5 Wendy Wilson Boulevard Apt. 187

Staten Island, NY 10034

(718) 817-7180

(718) 782-0007

E-Mail: ○○○○@mail.ibm.net

**BANKING EXPERIENCE**

EURASIA, 2000 - Present

Vice President Structured Trade Finance

． Support short, medium and long term trade related financing through US government programs such as US Extrabank and Incorporated Credit Union ("ICU"), for worldwide customer requirements.

． Arrange 8 Medium Term Facilities ("Put option") in Latin America in the amount of US $285 Million.

． Arrange 12 US Extrabank Facilities with Monetary Institutions and Corporate customers in Latin America, Africa and Asia in the amount of US $350 Million.

． Arrange 13 ICU Facilities with Monetary Institutions in Latin America and Africa in the amount of US $300 million.

． Coordinate reallocation of Structured Tax Organization ("STO") unit from New York to Miami, reducing 80% of personnel while generating 50% more income comparing to previous years.

STANDARD CHARTERED BANK, 1995 - 2000

Vice President of Specialized Banking

．Arranged 3 US Extrabank Facilities with Financial Institutions and Corporate customers in Mexico in the amount of US $120 Million.

．Arranged 2 Medium Term Facilities ("Put option") in Mexico in the amount of US $40 Million, generating up-front fees and profitable interest income.

BANCO INTRANACIONAL DE EXTERIOR, S.N.C., 1992 - 1995

Vice President of Intranational Banking America

Head of International Banking unit for America in charge of short and medium term funding requirements, both through direct lines of credit and debt paper issuance in the US and Euro markets.

Increased funding network in 200% and the lines of Credit amount from US $850 Million to US $2.5 Billion.

**TRADING EXPERIENCE**

Promotions and Trade International, Mexico, A.C. 1990 - 1992

Assisted potential exporters in Trade promotion and Mexican requirements.

**EDUCATION**

Financial Institute of Maryland

Specialty in Finance and Accounting 1994

Universidad de Autonoma, Mexico City, Mexico

BA, International Relationships and Economics 1993

**COMPLEMENTARY EDUCATION**

Credit Skills Assessment, Eurasia Bank (12 modules approved)

Relationship Management Training Programme, Eurasia Bank

**Teacher Resume**

HELEN LOGOTHETIS

Thornhill, Ontario, Canada

Tel. (905) 881-3332

**PROFESSIONAL PROFILE**

Recently employed by York Region District School Board as educational assistant. Presently fulfilling practicum requirement at York Region Roman Catholic Separate School Board.

**EDUCATION**

YORK UNIVERSITY, TORONTO

B.Ed. (cand.), Primary/Junior, Consecutive Program. Graduation expected 2000.

MILLENNIUM SCHOLARSHIP to be awarded Feb. 2000.

Enrolled in First Steps Writing Workshop. Completion expected 2000.

Completed Focus on Forests Workshop, 1999.

Completed workshop sponsored by National Council of Teachers of Mathematics, 1999.

Pre-Service Religious Education Certificate (cand.) Graduation expected 2000.

B.A., 1998. Major: Psychology. Dean's List.

Won French Award, German Mills Public School, 1984.

ROYAL CONSERVATORY OF MUSIC, TORONTO

Completed Grade 5 Piano.

MARGARET RUMNEY (SINGER AND THEATRICAL PERFORMER)

Completed course of vocal instruction, over 3-year period, with this accomplished artist.

**TEACHING AND RELATED EXPERIENCE**

THE YORK CATHOLIC DISTRICT SCHOOL BOARD

Jan. 2000 - pres. Teacher Candidate, Father Henri J. M. Nouwen Catholic School, Grade 3, Richmond Hill, Ont.

Sept. - Dec. 1999 Teacher Candidate, Mother Teresa Catholic School, Grade 6,

Markham, Ont.

Demonstrated ability to motivate students to participate in class. Accomplished, e.g., by instilling confidence.

This is best exemplified by the approach I took with a student who was performing poorly in mathematics, but clearly had potential to excel. I offered to give him extra, private time during recess twice a week, and he accepted. I gave him individual instruction and motivated him to ask me questions. It was not long before he was doing exactly the same thing in class.

In addition, he began to answer my questions in class and now participates fully, along with his fellow students.

Proven ability to collaborate effectively and efficiently with staff. E.g., noticed that our students were ready to learn how to debate. Took initiative to suggest a debate on moral issues relating to the Titanic. This was approved by host teacher, and we worked together to make the event a success.

Motivated students to work cooperatively in small groups by introducing a related topic in which I knew they were interested, specifically Pok?on. I asked students whether the cards should be allowed in school. The students were very excited about this. From here, it was easy to segu?into a debate on the Titanic.

Initially, we did this as a full class. The excitement generated therein led to a desire, on the part of students, to cooperate with each other in small groups ? partly because they were highly motivated to convince others of their point of view.

Cited by host teacher as "conscientious and very capable. . . . Students respond well and in a positive manner . . . and easily approach [her]." She is "full of energy and enthusiasm. . . . She enthusiastically volunteers for school projects and extracurricular events."

Taught students from wide variety of ethnic backgrounds.

YORK REGION DISTRICT SCHOOL BOARD

Nov. 98 - Jun. 99 Educational Assistant, Sixteenth Avenue Public School (Performance Plus), Richmond Hill, Ont.

Hired (without E.C.E. diploma, which is normally required) in recognition of demonstrated ability to reach students who were performing below grade level and motivate them to improve. Staff acknowledged that I was the 1st teacher to make a significant difference in their academic performance.

Fostered significant improvement in reading skills among 12 of these students through program I had initiated as volunteer. Result: each of these students advanced two grade levels in four months.

Program featured in "Performance Plus" video, produced by Board. Appeared in video, teaching students, along with description of program.

Sept. - Nov. 98 Classroom Volunteer, Sixteenth Avenue Public School, Richmond Hill, Ont.

Initiated "Early Success Reading Program" for 20 students from grades 2-3, some of whom had behavioural challenges.

Received positive feedback from six teachers who had noticed an increase in confidence and motivation on the part of these students, as well as significant improvement in their behaviour and performance.

Sept. 93 - Jun. 97 Parent Representative and Classroom Volunteer, German Mills Public School, Thornhill, Ont.

CANADIAN OCCUPATIONAL THERAPY ASSOCIATION, TORONTO

Apr. 96 - Sept. 99 Instructed elderly woman who had incurred a stroke, in reading and symbolic recognition. Result: abilities partially restored.

INFINITY INTERNATIONAL, ORO, ONT.

Jun. 97 - Sept. 98 Assistant Manager. Conducted and coordinated wholesale and retail sales of educational books and toys.

NORTHWOOD ACADEMY, TORONTO

Sept. 93 - Jun. 94 Parent Volunteer

GERMAN MILLS CO-OP NURSERY SCHOOL, THORNHILL, ONT.

Sept. 91 - Jun. 93 Parent Volunteer

As Chair, Fundraising Committee, organized 20th Anniversary "Fun Day" for both school and community. Raised thousands of dollars worth of prizes, which played important role in drawing participants. In all, 3,000 persons attended the event, and thousands of dollars were raised for school.

**RESEARCH**

INTERNATIONAL FINANCIAL RESEARCH, TORONTO

Jan. - Oct. 93 Research Support Clerk. Researched individuals' financial backgrounds and assessed risks to prospective business partners.

**SKILLS**

Languages Fluent in Greek (oral/written); able to work in French.

Computer Able to work in WordPerfect. Familiar with spreadsheet programs. Well-versed in Internet functions: able to conduct research; understand how to use search engines for maximum efficiency and output.

"WINNING SMILE"

Appeared on cover of Winning Smile (dental) magazine, 1998

**REFERENCES**

MR. MICHAEL IANNELLI

Junior Teacher

Mother Teresa Catholic School

The York Catholic District School Board

905-475-8025 MRS. MARILYN MILLAR

Teacher-Librarian

Sixteenth Avenue Public School

York Region District School Board

905-884-5598 MRS. HEDDIE ZINMAN

E.S.L. Teacher

Valley Park Middle School

Board of Education for the City of Toronto

905-886-3291 (H) MRS. ANNA GOMES

Teacher On Leave

York Region District School Board

906-709-9262 (H)

**Nurse (Registered) Resume**

MICHELLE ELAINE FORBES

00-0000 Battleford Road · Mississauga (Greater Toronto) Canada L5N 2S6

Telephone: 905 286-0000

E-mail: ○○○○@hotmail.com

**EMPLOYMENT**

WILLIAM OSLER HEALTH CENTRE, ETOBICOKE CAMPUS,

INTENSIVE AND CORONARY CARE UNITS, TORONTO

Apr. 01 - pres. Registered Nurse.

Demonstrated ability to:

Work with extremely minimal supervision.

E.g., in administering medication and providing patient care.

Learn quickly.

E.g., to measure cardiac output.

Regularly receive positive feedback from patients:

Female, post-operative patient appreciated that I anticipated her needs. E.g., she needed to keep a wet cloth inside her mouth, to overcome dryness. She remarked that I was the only nurse who provided this assistance in a manner that made her feel comfortable.

This is typical of the personalized service I provide to all my patients, and it goes a long way towards developing rapport and maintaining excellent patient relations.

HUMBER RIVER REGIONAL HOSPITAL, CHURCH STREET SITE,

EMERGENCY HOLDING AREA / EMERGENCY, TORONTO

Feb. 01 - Apr. 02 Registered Nurse.

Selected from among staff to provide orientation to holding-area nurses who had been recently hired by hospital. Was given this responsibility in recognition of proven organizational skills and leadership ability.

I demonstrated the latter trait when delegated the responsibility of scheduling colleagues' activities in our holding area. This task was given to me because I had shown initiative in asking questions to ensure sufficient staff were on duty at all times.

My preceptor saw that I not only cared about performing my own duties, but saw the big picture and understood how my role fit into the team effort that made nursing at Humber a success.

Employed by Med-Staff International (formerly SRT Medstaff) to serve above hospital.

FLORIDA HOSPITAL, ORTHOPEDIC SURGERY AND PEDIATRICS,

AVON PARK, FLORIDA

Dec. 99 - Feb. 01 Registered Nurse.

JFK MEDICAL CENTRE, ATLANTIS, FLORIDA

Registered Nurse.

Jul. 97 - Dec. 99

Performed entire range of duties in medical-surgical setting and stepdown unit:

Telemetry monitoring; preoperative and postoperative teaching and care; orthopaedic, pulmonary and cardiovascular care. Served as charge nurse.

Nov. 96 - Apr. 97

Medical-surgical unit. Employed by Northern Lights Staffing, a North Carolina agency, to work as travelling nurse for above centre.

MED-STAFF INTERNATIONAL (FORMERLY SRT MEDSTAFF), TORONTO

May - Jul. 97 Registered Nurse.

Dec. 95 - Feb. 96 Registered Nursing Assistant.

Above positions: provided hospital relief and private home care.

FAMILY OF PATIENT WITH MS (DETAILS AT INTERVIEW), TORONTO

Feb. - Nov. 96 Registered Nurse.

Administered medications and tube feeding. Assisted with regular, daily activities.

LEISURE WORLD NURSING HOME, TORONTO

Jan. 95 - Feb. 96 Registered Practical Nurse.

Evening charge nurse in 61-bed unit. Administered medications, dressings and treatments.

**EDUCATON AND CERTIFICATION**

COLLEGE OF NURSES OF ONTARIO

Registered Nurse, 1996.

Registered Nursing Assistant, 1986.

STATE BOARDS OF EDUCATION

Registered Nurse, 1997 (licensed in New York and Florida).

CANADIAN HEALTH EDUCATORS, MISSISSAUGA (GREATER TORONTO)

Advanced Cardiac Life Support Certificate, 2000.

GEORGE BROWN COLLEGE OF APPLIED ARTS AND TECHNOLOGY, TORONTO

Diploma in Nursing, 1995.

LONDON BOARD OF EDUCATION, LONDON, ONTARIO, CANADA

Completed Registered Nursing Assistant course, 1986.

SENECA COLLEGE OF APPLIED ARTS AND TECHNOLOGY, TORONTO

Completed Medical Administration course, 1988.

HUMBER COLLEGE OF APPLIED ARTS AND TECHNOLOGY, TORONTO

Completed the following courses, Apr. - Nov. 2001:

Physical Assessment, Critical Care Nursing I and II, Nephrology I.

Respiratory Nursing (half course).

NURSES' EDUCATION ENTERPRISES, MISSISSAUGA (GREATER TORONTO)

Completed IV Therapy and Venipuncture courses, 1997.