**Rachael John**

**rachaeljohn@xyz.edu**

**2069 Cherry Lane Great Bay, AL 12345 (774) 555-6262**

**OBJECTIVE:** To obtain a staff nurse position in a community hospital.

**EDUCATION Calhoun Community College,** Tanner, AL May 2003

 A.S. Nursing GPA: 3.75

 **Huntsville High School,** Huntsville, AL May 2000

 Diploma, Graduated Valedictorian

**RELATED** Basic Pharmacology, Human Anatomy and Physiology I, Safety **COURSES** Issues for Clinical Practices, Family Centered Nursing

**WORK Wayne’s Shrimp Shack**, Huntsville, AL 10/02 – Present

**EXPERIENCE** *Waitress/Hostess*

 Greet customers. Make dinner reservations. Provide positive public

 relations for management. Ensure customer satisfaction and timeliness of service and food delivery. Train new hostesses and waitresses.

 **Tots-to-Teens Center**, Neshoba, AL 09/01 – 09/02

*Office Assistant*

 Provided administrative support for professional staff. Answered phones and referred messages to appropriate personnel. Coordinated after school and daycare activities for youth and toddlers. Scheduled appointments for the Director. Mediated conflicts during day camps.

**VOLUNTEER County Health Department,** Huntsville, AL 12/00 – 12/02

**EXPERIENCE** *Candy Striper/Personal Aid to Head Nurse*

 Assisted nurses with presentation set-ups at local high schools and

 community centers. Scheduled client appointments. Greeted patients

 at check-in. Performed clerical tasks including filing. Comforted

 infant patients in distress. Aided with blood pressure screenings.

**AWARDS &** *Who’s Who Among America’s Community College Students*, **ACTIVITIES** Dean’s List, Student Government Association, Nursing Club

**SKILLS** Proficient in computer office applications including WORD, Excel,

 Adobe, and electronic mail. Able to read blood pressure and heart

 rates using medical equipment. Fluent in Spanish and German.