
Nursing Unit Clerk Resume

Job Objective

To obtain a Nursing Unit Clerk position that will promote growth, stability and opportunity for advancement.

Work Experience:

Nursing Unit Clerk
Fairfield Medical Center, Trumbull, CT
May 2004 – Present

- Handled transcription of physician orders.
- Obtained signatures on consent forms.
- Assisted in general routine care to assure the client's physical and mental comfort.
- Monitored client symptoms, behavior and needs.
- Reported all pertinent data regarding client care to the registered nurse.

Nursing Unit Clerk
Mountain States Health Alliance, Trumbull, CT
March 2002– April 2004

- Monitored socialization and recreational activities and documented in the client record.
 - Maintained safety by completing rounds and environmental checks.
 - Documented clients' vitals, height, weight, accurate I&O, specimen collection, blood glucose.
 - Assisted in maintaining supplies, compute logs.
 - Maintained a clean and safe environment for clients and other staff.
-

Summary of Qualifications:

- Wide experience in performing clerical duties in a nursing facility setup
 - Sound knowledge of nursing practicing laws, procedures and processes
 - Familiar with safety procedures in nursing functions
 - Ability to organize support to various personnel in the nursing facility setup
 - Remarkable talent in supervising and guiding nursing unit personnel
 - Adept in responding promptly to patients and clients' needs
 - Ability to interact with patients and clients in a pleasant manner
 - Ability to multitask nursing unit clerical functions in an organized manner
 - Excellent interpersonal communication skills
 - Proficient in Microsoft word, excel, power point and access
-

Education:

Associate Degree in Public Relations
Monroe Community College, Rochester, NY

[Build your Resume Now](#)