

# Rupa R. Bhika R.N, BSN

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RBhika00@gmail.com • Mobile 803-984-9521 • 6300 Tower Circle Apt 275 Franklin, TN 37067

To Whom It May Concern:

I was very pleased to find out that there is an opening with your company. I have been working as a floor nurse for nine years now, six year at Williamson Medical Center, seven month on the ER and one year in float pool at WMC and have decided I am ready to take on a new challenge.

The following are highlights of my qualifications and accomplishments:

- Bachelors of Science in Nursing
- ACLS and ONS certified
- Charge nurse experience
- Recognition for above and beyond patient care
- Management experience

My strong initiative and exceptional organization skills combined with my ability to work well under pressure and with others, allow me to be a good team member and leader. I believe I have the skills and experience that will make me an excellent addition to your team.

Enclosed is my resume. I welcome the opportunity to discuss with you how my skills and strengths can best benefit your service.

Sincerely,

Rupa R. Bhika RN, BSN

**PROFESSIONAL OBJECTIVE**

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I aspire to become a leader who helps to build a strong, effective, and happy team. To accomplish this, I would like the opportunity to work with your company which gives me the ability to further broaden my skill set, work in different clinical settings, and with different team members which will allow me to share my clinical knowledge and abilities to further improve patient care, patient outcomes, and the overall patient/family experience.

## EDUCATION

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- **UNIVERSITY OF SOUTH CAROLINA UPSTATE, SPARTANBURG, SOUTH CAROLINA**  
*Bachelor of Science in Nursing, 2010*

## CERTIFICATIONS AND TRAINING

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- **American Heart Association**  
*CPR Training* *June 2006 – January 2021*
- **American Heart Association**  
*ACLS and PALS* *November 2016 – November 2021*
- **American Red Cross**  
*Disaster Relief Training* *September 2011*  
*Psychological First Aid* *September 2011*
- **ONS Certified** *September 2016 - September 2018*
- **CAPD**

## STUDENT CLINICAL EXPERIENCE

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- **PRECEPTORSHIP**  
*Greenville Memorial Hospital, Cardiac Medical Surgical Unit*  
*Greenville, SC* *April 2010*
- **Critical Care Nursing**  
*Spartanburg Regional Hospital Ed, ICU, CCU, CVICU, Cath Lab*  
*Spartanburg, SC* *January 2010-March 2010*
- **MEDICAL-SURGICAL NURSING II**  
*Laurens County Hospital, Medical-Surgical Unit*  
*Laurens, SC* *September 2009-December 2009*
- **PSYCHIATRIC NURSING**  
*The Carolina Center for Behavioral Health*  
*Greenville, SC* *September 2009-December 2009*
- **MEDICAL-SURGICAL NURSING I**  
*Greenville Memorial Hospital Medical-Surgical Unit*  
*Greenville, SC* *January 2009-April 2009*

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- **PEDIATRIC NURSING**

*Greenville Memorial Hospital Pediatric Unit  
Greenville, SC*

*March 2009-April 2009*

- **OBSTETRIC NURSING**

*St. Francis Hospital Mother Baby Unit, Labor and Delivery Unit  
Greenville, SC*

*January 2009-March 2009*

- **GERIATRIC NURSING**

*National Health Care Rehabilitation Unit  
Greer, SC*

*August 2008-November 2008*

## WORK EXPERIENCE

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### **Williamson Medical Center**

*Registered Nurse*

**Franklin, TN**  
*November 2017- May 2019*

- Float Pool
  - o Emergency Department
  - o Critical Care Unit
  - o Obstetrics – Labor and Deliver
  - o Medical-surgical
  - o Pediatric Emergency Room
  - o Orthopedics

### **Williamson Medical Center**

*Registered Nurse*

**Franklin, TN**  
*September 2013 – November 2017*

- Oncology unit
  - o Team leader experience on a 9-bed unit.
  - o Identifying cancer-related problems.
  - o Educating patients and family members about cancer treatment.
  - o Pre and postoperative patient teaching.
  - o Administering chemotherapy, monitoring, and documenting patient response to medication.

### **Piedmont Medical Center**

*Registered Nurse*

**Rock Hill, SC**  
*December 2010 – January*

*2013*

- Medical-surgical unit – Renal/Oncology
  - o Charge nurse experience on a 62-bed unit.
  - o Proficient in wound care.
  - o Teaching diabetes management.
  - o Pre and postoperative client teaching to an ethnically diverse population of clients.
  - o Continuous Ambulatory Peritoneal Dialysis (CAPD)
  - o Chemotherapy

### **Mollen Immunization Clinic**

*Registered Nurse*

**Rock Hill, SC**  
*September 2010 – December 2010*

- Providing patients with influenza and pneumonia vaccination.
- Assisting with filling out paperwork.
- Providing information about the vaccinations that are available.

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## St. Pauls United Methodist Church

*Childcare Provider*

- Supervising safety and wellbeing of children.
- Supervising on field trips.
- Assisting with basic needs of the children.
- Providing meals for the children.
- Organizing daily activities for the children.

**Spartanburg, SC**  
*May 2008 – August 2009*

## Super 8 Hotel

*Front Desk Manager*

- Providing customer service.
- Scheduling and Payroll
- Checking in and checking out guest.
- Answering and transferring phone calls.

**Rock Hill, SC**  
*Summer Months 2004 - 2009*

## Howard Johnson Hotel

*Front Desk Manager*

- Providing customer service.
- Scheduling and Payroll
- Checking in and checking out guest.
- Answering and transferring phone calls.

**Rock Hill, SC**  
*Summer Months 2004- 2009*

## TECHNICAL ABILITIES AND SKILLS

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- Microsoft Office
- Meditec
- MAC
- Micromedix
- Quickbooks
- Connect Care
- Pyxis Medication System
- Omnicell Super-User
- Trilingual – Gujarati, Hindi, and English

## REFERENCES

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- Professional and academic references available upon request.