|  |
| --- |
| [Type the company name] |
| PORTFOLIO |
| COVER LETTER & RESUME |

|  |
| --- |
| Vanessa Zhou  646-678-7222  zmstc@hotmail.com |

**COVER LETTER**

The most rewarding thing I have found about being a nurse is the personal connection that I am able to make with patients. Nursing is a career that requires high responsibility and passion. If the responsibility of doctors is to keep patients in good health, the role of nurses is to assist doctors and take good care of patients both physically and mentally. Having passion to help people is my purpose to be a nurse; and I am ready to embark on the career of nursing.

         My name is Vanessa Zhou. I have been working in the medical field for over a decade in New York City. As a front desk receptionist, my communication skill was developed to handle different ages of patients. After I received my phlebotomy and CPR licenses in 2012, I demonstrated proficiency in taking patient medical histories and vital signs, as well as in performing venipunctures and various diagnostic procedures and ancillary tests at Hong Jia Medial PC; and I worked as a medical assistant. At that time, I learned how to provide reassurance to patients and family members who are emotionally unstable. Few years later, the working environment influenced my interest in nursing; my desire to become a qualified nurse was strong.  In 2017, I started taking a nursing program in Nassau Community College after my work. Furthermore, I had a chance to be a volunteer in an Endoscopy Center in 2019 as a surgical assistant in the procedure room. This experience provided opportunities to learn and work on the field of surgery. My position requested high concentration and great corporate skills. When Surgeon performs the procedure, tracking the patient’s vitality and paying attention to what the doctor needs are the basic requirements. During the procedure, risks are inevitable; a small mistake causes a huge problem. Working in the procedure room has high standards in a medical position; it is also part of my lifestyle.

         With my working experience and education, the more knowledge I learn the more opportunities to help others. And I understand nursing is a challenging and demanding career. My future studies are not going to stop but I’m ready to become a good nurse.

|  |
| --- |
| Vanessa zhou  Oak Harbor, WA 98277 · Tel: 646-678-7222  Email: zmstc@hotmail.com |
|  |

# Working experience

|  |
| --- |
| 2010-5/2021Position-medical assistant/Phlebotomist，Hong Jia medical PC, NY  Interview patients and document basic medical history   Take vitals and document findings in the patient chart for upwards of 50 patients a day   Review annual wellness questionnaire with appropriate patients   Organize, authorize and schedule appointments for referrals   Enter laboratory services   Send prescriptions electronically or by fax. Verbally call in prescriptions   Perform blood draw, urinalysis and other lab test, EKG, PFT, A1c, vision/hearing test   Assist during medical examinations, such as pap smear   Triage patient calls, assess the problem, consult with the physician   Produce and distribute correspondence memos, letters, faxes and forms   Prepare and clean treatment rooms and medical instruments |
| 6/2021- 9/2021Position-REGISTERED nURSE, Hong Jia medical PC, NY  Perform assessment/data collection in an ongoing and systematic manner, focusing on physiologic,  psychological, and cognitive status   Reported abnormal findings to the physician   Maintain accurate medical records   Accurately and promptly implemented physicians’ orders   Provide necessary health education training for patients   Evaluate patient care needs, prioritized treatment, and maintain patient flow   Administer injections, perform blood draw, urinalysis and other lab test, EKG, PFT, A1c, vision/hearing test, foot exam   Coordinate with physicians, specialists, pharmacies, and other co-workers   Document nursing notes and progress notes  Student Nurse | Clinical Rotations LIJ Hospital, New Hyde Park, NY  NYU Winthrop University Hospital, Mineola, NY  Worked under the supervision of an RN providing bedside care, treatment and clinical documentation for patients on cardiac, oncology, pediatric, obstetrics and medical-surgical floors.  Treated an average of 4 patients daily. Gained experience in procedures such as endoscopy, colonoscopy, urinary catheterization.  Presented in-service training on ethics concerning elderly atrial fibrillation treatment. |

# eDUCATION

|  |
| --- |
| 5/2021Nassau community college，NY  * Associate of Nursing, GPA: 3.26 |
|  |

# lICENSES & CERTIFICATIONS

* Registered Nurse: New York, License #82699801- Expires August, 2024 Washington, License- active, Credential # RN61232570- Expires October, 2022
* Basic Life Support for Health Care Providers (BLS)- Expires October, 2022