Melissa Clemmons 10 Brecknock Ln Bella Vista, AR 72714 4798997500 clemmonsmelissa@gmail.com

August 27, 2017

Dear Hiring Manager,

I'm applying for a position at your company. Based on the posted description, I'm confident that I am fully qualified for the position and will be a strong addition to your team. I would appreciate a job interview at your earliest convenience. Please find my resume attached.

I can be reached at the number above or at my email address.

Sincerely, Melissa Clemmons

Melissa Clemmons

Melissa Clemmons

Phone: (479) 899 7500

Email: clemmonsmelissa@gmail.com

# **SUMMARY**

Motivated and dedicated servant leader, with a strong passion for helping people in need, and developing other leaders.

# KEY COMPETENCES

* Directing and evaluating all nursing personnel (registered nurses, LPN, etc.).
* Organization of company operating procedures, patient care guidelines, and emergency management triage procedures.
* Management of record keeping, controlling budgets, and quality standards.
* Development and enforcement of policies that achieve legal compliance and patient care excellence.
* Issue resolution and public relations management.
* Crossfunctional team management and reporting to upper management.
* Inventory and budgetary control management.
* Collaboration with third party entities creating streamlined and efficient processes.
* Training of staff at all levels, leading to better compliance and performance levels.

# PROFESSIONAL EXPERIENCE

* Northwest Medical Center Registered Nurse 1994 - Present
* St. Mary’s Hospital Registered Nurse 1988 -1994

# EDUCATION

* **Bachelor of Science in Nursing** (BSN) from University of Northern Colorado, Colorado (1984-1988) *Graduated with a 3.8 GPA*