

# JANE DOE

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## SUMMARY

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- 10+ years of experience as Registered Nurse specializing in cardiac care and general nursing.
- Proficiency in various Electronic Medical Records (EHR).
- Strong knowledge of medicine, pharmacology, and standards of care in the hospital and private practice.
- Able to handle a range of medical and emergency situations and work under pressure.
- Expert multitasker and highly organized, manage several patients in a caseload at once.
- Strong oral and written communication skills.

## EDUCATION

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- Master of Public Administration (MPA), University of Baltimore, Baltimore, MD December 2024
- Bachelor (Hons) of Science in Nursing, University of Sunderland, Wembley, UK July 2016
- Diploma in Nursing, Muheza School of Nurses and Midwives, Dar es Salaam, Tanzania January 2011

## LICENSURE & CERTIFICATIONS & TRAINING

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- Registered Nurse, Tanzania Nursing and Midwifery Council (TZ RN License # 26288)
- Advanced Life Support (ALS), Jakaya Kikwete Cardiac Institute (JKCI)
- Basic Life Support (BLS), American Heart Association (License # BMB004/EMS19/340)
- First Aid, Tanzania Red Cross Society.
- Cardiac ICU Care, Saifee Hospital (Mumbai, India)

## TECHNICAL/MANAGERIAL SKILLS

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Project Management	Unit administration, MS Project, MS SharePoint, MS Office
Medical Software	Jeeva, Midipro, Mappingtag System
Care	Cardiac and Post Surgery Recovery Care
Physical	Patient Assessment, Stress Management, Safe Patient Transfers
Medical	Medical Screening, Patient monitoring, Diagnostic tools experience
Analytical	Problem-Solving, Multitasking, Collaboration, Good Listener, Attention to Detail

## WORK EXPERIENCE

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Jakaya Kikwete Cardiac Institute (JKCI), Dar es Salaam, Tanzania  
Senior Assistant Nursing Officer II

July 2021- Present

- Supervise nurses working in the cardiac unit shifts and provide training and guidance for nursing staff.
- Develop nursing care treatment plans with the medical team.
- Supervise the interdisciplinary team, including other nurses.
- Assist in managing schedule for nursing staff working in the cardiac unit.
- Coordinate care for all patients in the unit and deliver care to patients requiring specialized attention.
- Train new RN hires and ancillary staff members to meet patient service goals, champion standards of care and improve patient overall satisfaction.
- Educate patients and family members about treatments and care plans and answering their questions.

Assistant Nursing Officer I

June 2018- June 2021

- Communicated with the rest of the medical staff to collaborate on patient care and improve young patients' experiences in receiving treatment.
- Established policies, procedure and licensing laws.
- Operated medical equipment and trained other nurses.
- Administered medications, tracked dosages, and documented patient conditions, side effects and reactions.
- Developed treatment plans and explained conditions to patients.
- Assisted in medical and surgical procedures as needed.

Registered Nurse

August 2015 - June 2018

- Interacted with patients and completed tasks such as checking vital signs, conducting preliminary examinations, and charting information.
- Collaborated with medical staff to communicate information regarding patient health and care.
- Performed diagnostic test and analysis to patients.
- Treated and cared for patients after cardiac surgery by monitoring vital signs and administering medication.
- Operated and monitored medical equipment.

Coplands Nursing Home, Wembley, UK

Patient Care Assistant

January 2016 - June 2016

- Educated patients and families in areas of medication, safety, prevention, and symptom management.
- Coordinated patient care, social work referrals, and outpatient treatment.

Muhimbili National Hospital (MNH), Dar es Salaam, Tanzania

Registered Nurse

August 2012 - June 2015

- Provided nursing comfort and care to patients.
- Monitored patient health and maintained health records electronically.

## **PROFESSIONAL AFFILIATIONS**

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- Tanzania National Nurses Association (TANNA)
- Tanzania Midwives Association (TAMA)

## **VOLUNTEER AFFILIATIONS**

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Elderly Care Program

November 2016 - Present

- Manage ongoing relationships with old seniors, providing support and encouragement.
- Plan activities at least once per week in old age homes.

## **LANGUAGES**

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- Fluent in English, Swahili, Gujarati, and Hindi.