

**MARY JONES**  
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A licensed vocational nurse with more than nine years of patient care and administrative support experience in cardiac, renal and critical care services including telemetry monitoring, unit secretary responsibilities and patient education for acute-care hospitals.

A reliable, highly organized professional who learns quickly and provides prompt response to patients and physicians.

### **EXPERIENCE**

**Loyola Hospital**, Los Angeles, California

2000-2007

#### **Telemetry Technician (2003-2007)**

Held responsibility for rhythm interpretation, chart documentation, printing and placing strips in patient charts, and alerting nursing staff of changes while viewing up to 40 cardiac monitors for a renal and cardiac unit. Handled responses to call lights and directed patient requests. Placed physician orders for diagnostic testing, procedures and referrals.

#### **Unit Secretary (2000-2003)**

Managed the setup of charts for new patient admissions, placement of physician orders, inventory and ordering of office supplies, and telephones. Assisted physicians in locating patient charts, test results and patient information.

- Served as a relief telemetry technician.

#### **Licensed Vocational Nurse (2000)**

Provided direct care on the night shift to a caseload of five to ten patients on the cardiac and renal unit. Prepared and administered medications and intravenous therapy. Assisted the charge nurse in the preparation of new patient charts and submission of initial orders. Conducted patient education on medications and procedure preparation.

**Good Samaritan Hospital**, Los Angeles, California

2000

#### **Licensed Vocational Nurse**

Performed phlebotomy and drew blood units at donor centers and community blood drives for an international non-profit relief agency.

**Medical Provider**, Yorba Linda, California

1998-1999

#### **Licensed Vocational Nurse**

Provided nursing care in critical care services for a non-profit community hospital.

### **PRIOR EXPERIENCE**

Worked part-time as a unit secretary while in school. Began nursing career at the Children's Hospital of Orange County with experience in neonatal and pediatric intensive care units.

### **EDUCATION**

**Rio Hondo Community College**, Whittier, California

General Courses