

# Jenny Hill

## Nurse

Dayjob Ltd, The Big Peg,  
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### PERSONAL SUMMARY

A good communicator, both orally and in writing, with experience of dealing with a wide cross section of members of the public. Jenny has a caring nature, a calm approach to a variety of situations and is committed to creating a rewarding and nurturing environment for both inpatients and outpatients. She has a track record of providing the right advice and resolving complex issues and is someone who is always at the forefront of what is going on around her. Right now she is looking for a suitable position with an organisation that actively supports their staff in developing their careers as far as they wish to go.



### CAREER HISTORY



#### *Hospital – Coventry*

NURSE          June 2012 – Present

Responsible for planning, directing and managing a wide range of nursing and clinical services. Also involved in providing person centred care delivered through the latest medical knowledge and technology.

- Ensuring that nursing care is given in accordance with accepted standards and rules.
- Supervising nursing staff on a regular basis through both busy and quiet periods.
- Recording in paperwork and in electronic folders a patients notes and medical progress.
- Administering drugs & medication to patients in the correct amounts & at the right time
- Liaising with clinicians & other healthcare professionals to co-ordinate patient care.
- Rehabilitating and treating patients both in the community and also clinical settings.
- Using own transport to travel to a patients home, place of work of another clinic.

#### *Medical Healthcare Centre – Coventry*

TRAINEE NURSE          May 2008 - June 2012

### KEY SKILLS AND COMPETENCIES

- Always on time and never late with a proven record of attendance and punctuality.
- Managing patient information in a professional, confidential and timely manner.
- Having lots of initiative and able to work autonomously without constant supervision.
- Comprehensive knowledge of Microsoft Office and other software used in hospitals.
- Experience of working in both busy outpatient departments and day-unit settings.
- Always having an innovative and energetic manner along with a cheerful disposition.
- Willing to consider both full time as well as part time positions around the country.
- Possess a full driving license along with own car & willing to use it to travel to work.



### ACADEMIC



Advanced Nursing Foundation Degree  
*Nuneaton University    2005 - 2008*

Medical Care in a Modern Environment Diploma  
*Nuneaton University    2005 - 2008*

A levels:          Maths (A) English (B) Technology (B) Science (C)  
*Coventry Central College    2003 - 2005*

REFERENCES – Available on request



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