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Career Objective:

To obtain a nurse executive position in a leading hospital and perform nursing and administrative duties in order to enhance patient care, and help the hospital in getting nation-wide attention.

Summary of Skills:

- Experience with clinical nursing practice
- Knowledge of hospital management and policies
- Excellent leadership and management skills
- Critical thinking and problem solving abilities
- Strong communication, interpersonal, and organization skills
- Good coordination and supervisory skills

Work Experience:

Nurse Executive
Mint Health Care Center, Duluth, GA
April 2012 - Present

- Handle nursing and administrative duties
- Develop policies and procedures for patient care
- Coordinate multi-disciplinary treatment and nursing care
- Supervise nursing staff and assist in budget administration
- Prepare schedules and delegate responsibilities to the staff
- Establish and encourage open communication among staff
- Take patients' feedback and implement possible suggestion
- Supervise cleanliness of the facility by collaborating with house-keeping personnel

Nurse Executive
Rose Healthcare Clinic, Duluth, GA
September 2010 - March 2012

- Planned, organized, and controlled nursing and administrative duties
- Managed inpatient and outpatient nursing care
- Evaluated and improve the quality of care provided

- Analyze the necessity and accuracy of provided treatments
- Solved several patient issues and improved satisfaction rate
- Supervised reception, administration, and nursing staff
- Ensured clinical processes are carried out according to set guidelines and procedures

Education:

- Bachelor's Degree in Nursing
ABC University, Duluth, GA
2008
- Certification in Health Care Administration
American Nursing Association, Duluth, GA
2009

Reference:

On request.