

# Dani Sample

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## Professional Summary

Accomplished administrative professional with experience supporting senior executives, executing analytical and problem solving skills and communicating effectively with cross-functional employees and outside executives to drive objective fulfillment. Independent and flexible self-starter adept at analyzing situations while executing decisions and functions in a fast-paced and dynamic business environment. Positive project manager seeking to leverage background into an executive assistant, office manager or executive office administrator role with a progressive organization.

## Skills

- Leadership support and staff supervision
- Contracts management and budgeting
- Microsoft Office suite
- QuickBooks Pro 2015
- Salesforce, Concur and Constant Contact
- Research and data analytics
- Process improvements
- Event planning
- Vendor relations
- Sponsorship generation

## Accomplishments

- Supported 2 partners, the director of business development and the CFO to ensure optimal project fulfillment and operational productivity.
- Automated operations by managing external contacts and communications in Salesforce to improve data/information sharing and retrieval.
- Elevated productivity initiatives, managing executive calendars, including tracking itinerary/agendas, scheduling board and committee meetings, preparing and distributing meeting collateral, executing domestic/international travel arrangements, arranging visas, and managing internal/external communications.
- Strengthened traceability by developing organizational filing systems for confidential documents, records and reports.
- Prepared and proofed marketing and investment decks for executive-level meeting support.
- Supervised executive assistants and monitoring performance to ensure optimal productivity.

## Work History

**Executive Administrator**, 01/2010 to Current

**Private Equity Firm** – Philadelphia, PA

- Eliminated financial discrepancies by accurately reviewing expense reports and processing invoices, credits, expense reports and payment transactions for coding into QuickBooks and proper expense disclosure.
- Completed full program planning lifecycle for multiple events, including the annual meeting, CEO conference, US Open corporate sponsorship, ACG events and internal team builders.
- Managed event budgets with zero profit erosion through successful completion.
- Saved money by procuring office supplies/equipment while monitoring capital expenditures to ensure optimal cost savings.
- Managed vendors and negotiated profitable contracts to maximize revenue gains.
- Organized new hires and introduced staff to operational protocol to eliminate workflow stoppage and optimize productivity.
- Sourced corporate and employee gifts to support customer satisfaction and employee morale boosting activities.
- Interfaced with investors, portfolio company executives and lending institutions to drive objective completion.

**Executive Administrator**, 10/2006 to 12/2009

**ABC Partners** – Anytown, PA

- Aided the COO, CFO, senior level principal and operating partner by reviewing confidential documents, managing executive calendars, meetings and social schedules, and developing detailed expense reports.
- Coordinated domestic and international travel arrangements, including private charters to support leadership teams with enhanced productivity.
- Planned and coordinated logistics for board and committee meetings to eliminate discrepancies and downtime.
- Managed office supplies, vendor sourcing and building maintenance to streamline resolution and optimize cost savings.
- Prepared tax mailings for company and entities to automate workflow.
- Assisted with planning and executing offsite events, including the annual meeting, investment meetings and company team builders.
- Interacted with and assisted investors and portfolio company executives.

**Office Administrator**, 01/1990 to 05/2006

**Highway Products, Inc.** – Anytown, PA

- Coordinated schedules, meetings and travel to support sales team.
- Supported executive meetings by managing the scheduling and information preparation/distribution.
- Created detailed expense reports for leadership corrective action planning.
- Minimized liabilities by implementing collection procedures from past due clients.
- Executed A/P and A/R tasks, including invoicing, payment processing, research and reconciliations.
- Aided CPA firm during audits by providing quarterly and year-end reporting.
- Managed daily office operations, including vendor contracts and new hire orientation.
- Strengthened branding initiatives by assisting leadership with marketing activities to maximize outreach, awareness and visibility.
- Cultivated and facilitated product distribution channel relationships to increase credit lines and purchasing power.
- Interfaced with local, state and federal organizations during government bids and contracts.

## **Education**

**Coursework Completed:**

**Eastern Illinois University** - Charleston, IL

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# DANI SAMPLE

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## PROFESSIONAL SUMMARY

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Patient-focused Registered Nurse with over 4 years' experience in home health care. Strong clinical skills in all facets of patient care, including patient assessments, medication administration, chronic disease management, ostomy care, wound care, and NG/G-tube management, combined with the ability to quickly initiate nursing and emergency interventions to help patients achieve recovery and outcome goals. Demonstrated success in fostering relationships with patients, families, physicians, and medical professionals. Seeking to apply training and hands-on experience to take next career step in a challenging nursing position in a medical-surgical, psychiatric, ICU or neurosurgery unit.

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## SKILLS

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- Patient care
  - Medication administration
  - Patient education
  - Health administration
  - Care planning
  - Electronic charting
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## NURSING EXPERIENCE

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- Prioritized and provided direct care to diverse patient population in hospital, community, clinic, and private home settings from admission to discharge, including transfers to appropriate care facilities.
  - Performed physical examinations and assessments, including measuring vital statistics, recording medical histories, and ordering and interpreting lab results; documented all facets of care in electronic charts.
  - Worked with interdisciplinary teams to create individualized care plans with clear nursing diagnosis, interventions, goals, and outcomes.
  - Administered medications and managed IVs, facilitated implementation of prescribed therapies, assisted with activities of daily living including ambulation, and helped care for wounds.
  - Developed clinical skills in fingerstick glucose testing, urinary specimen collection, ostomy care, indwelling urinary catheter insertion, and NG/G-tub insertion and care.
  - Educated patients on diagnosis, treatment options, medication, and disease process and management, and recommended changes to lifestyle to achieve outcome and recovery goals.
  - Counseled patients and families, and provided support and information on community resources to help patients adapt and manage their disability or illness.
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## CLINICAL ROTATIONS

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Complex Care, Sample Hospital, Washington, DC — Spring 2016

- Plan, manage, evaluate and coordinate comprehensive professional nursing care for patients and families within the context of an interdisciplinary practice.
- Ensure that ventilators, monitors and other types of medical equipment function properly.
- Treat wounds, ostomy care and monitoring vital signs and inserting NG tube Administering intravenous fluids and medications.
- Order diagnostic tests, collaborate with fellow members of the critical care team and family conference community.

Health, Heart to Hand, Inc., Largo, MD — Fall 2015

- Educate patients through community-based intervention programs, which identify and correct multiple health issues: improper diet, infectious, sexually transmitted diseases, social violence, substance abuse and teen pregnancy.

Pediatrics, Children's Hospital, Washington, DC — Fall 2015

- Assessed children from age 3 days to 16 years and identified normal and abnormal findings.
- Responded immediately to changes in patient condition, such as respiratory distress.
- Exercised family centered care by educating parents and including them in treatment plans.

Psychiatric / Mental Health, Providence Hospital, Washington, DC — Spring 2015

- Counseled patients experiencing addiction, obsessive compulsive disorder, and schizophrenia.
- Designed and implemented a group psychotherapy session to develop patient self-esteem and self-efficacy.
- Executed crisis interventions for patients in acute emotional and psychological distress.

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## WORK HISTORY

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### **Volunteer - Outreach Wellness Awareness Program, 01/2015 to Current**

#### **Shiloh Gospel Ministries – Laurel, MD**

Provide individual health counseling related to health maintenance, disease prevention or illness patterns. Make visits to clients/families as needed providing health counseling, education and spiritual presence/support. Collaborate with pastoral staffs/nurses to plan for health education programming.

- Prepare, develop and coordinate educational programs based on identified needs for healthier lifestyles, early illness detection and health resources.
- Maintain records of educational programs, including objectives, content, evaluation, attendance and budget.
- Identified available support groups in the community that could resource the congregation.

### **Home Health Aide, 02/2011 to 02/2016**

#### **JD Nursing and Management – Washington, DC**

- Help patients care for themselves by teaching use of cane or walker, special utensils to eat, special techniques and equipment for personal hygiene.
- Help family members care for the patient by teaching appropriate ways to lift, turn, and re-position the patient; advising on nutrition, cleanliness, and housekeeping.
- Record patient information by making entries in the patient journal; notifying nursing supervisor of changing or unusual condition.
- Maintain a safe, secure, and healthy patient environment by following asepsis standards and procedures, maintaining security precautions, following prescribed dietary requirements, and nutrition standards.

### **Assistant Customer Service Manager, 03/2013 to 06/2015**

#### **Amino International Food Store – Maryland City, MD**

- Communicate with clients and evaluate their needs and specifications.
- Assist the manager in organizing, planning and implementing strategy.
- Supervise and motivate staff
- Ensure schedules and objectives are met and Coordinate operations.
- Create reports, analyze and interpret data.
- Drive recruitment process and training & development and Secure adherence to company's policies and guidelines.

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## EDUCATION

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### **Bachelor of Science: Nursing, 2016**

#### **Bowie State University - Bowie, MD**

Dean's List

### **Bachelor of Science: Health Care Administration, 2014**

#### **Washington Adventist University - Takoma Park, MD**

Dean's List

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## AFFILIATIONS

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- National Society of Leadership and Success, 2014 to Current
- National Honor Society, 2015 to current