



JILLIAN BARON

❖ MED, MBA, MS, BSN ❖

jillianbaron@hotmail.com | 555-555-5555 | City, ST 55555

Immediate Value Proposition as Director of Education

Accomplished Registered Nurse and Retired Air Force Colonel with 25 years of significant contributions in the clinical field. Served adult and pediatric populations, in a variety of ambulatory and inpatient settings to include medical centers in the United States Department of Defense. Highly skilled in the nursing areas of obstetrics, post-surgical, and ambulatory care. **A second-to-none work ethic transcends usual boundaries.**

CHANGE AGENT

CROSS-CULTURAL EXPERIENCE

RISK-MANAGEMENT PRINCIPLES

EDUCATION & TRAINING

OPERATIONAL BUDGETS

Select Performance Highlights & Benchmarks

- **Saved \$480K by decreasing hospital overtime 900 hours within one year. Reengineered Nursing Department** with new hires, educators, and programs to increase training for required competencies, increasing average class scores into the 80th percentile. **Decreased nurse incident reports 10%** in all areas [ABC Hospital, Director of Nursing, see p.2].
- **Spearheaded all aspects of operations for opening of hospital Medicine Unit** serving oncology, hospice, and palliative care adult patients. Supervised 30 nurses and ancillary personnel. **Staff training led to 99%+ compliance and customer service in 90th percentile** [Hospital Healthcare, Nurse Manager of Medicine-Oncology].
- **Assigned as Director of Education for four-month humanitarian deployment to Central and South America** to create health awareness and education. Led a team of 25 educators and interpreters to teach health education to local population.
- **Engaging public speaker, accomplished communicator, and published writer.** Presented numerous health promotion lectures and served as volunteer speaker in Department of Defense schools; wrote 20+ articles for newspapers and magazines—articles chosen by US Air Force for publication worldwide.

Employment History

DIRECTOR OF NURSING, ABC Hospital, City, Country	2013–2014
<i>Supervised 250+ personnel supporting >250 births, 150+ surgical procedures, and >3K outpatient visits per month.</i>	
NURSE MANAGER – MEDICINE-ONCOLOGY, Hospital Healthcare, City, ST	2011–2012
UNIVERSITY OF VIRGINIA – CLINICAL ADJUNCT	2011
REGIONAL MEDICAL CENTER, City, ST	2005–2012
NURSE MANAGER – LABOR & DELIVERY, 2008–2010	
DEPARTMENT HEAD – CUSTOMER SERVICE 2007–2008	
NURSE MANAGER – GENERAL SURGERY/PEDIATRIC CLINICS 2005–2007	
NURSE MANAGER – EDUCATION & TRAINING & HEALTH PROMOTION, Medical Clinic, City, Country	2000–2005
DEPARTMENT HEAD – EDUCATION & TRAINING, XYZ Care Clinic, City, ST	1997–2000
<i>Sabbatical taken to complete MEd and MBA (2015–Present)</i>	

Military Service & Recognition

United States Air Force Nurse Officer, Active Duty, 20 years
United States Navy Medical Technician, Active Duty, 5 years

Commendation Medals, Air Force Achievement Medals, & Certificates of Achievement
awarded for roles as Nurse, Manager, and Leader

Education & Certifications

Master of Business Administration, Name of University, City, ST – 2016
Master of Education, Name of University, City, ST – 2015
Master of Science, Community Services, Name of University, City, ST – 2005
Bachelor of Science, Nursing, Name of University, City, ST – 1991

License: Registered Nurse, City, #1100000

Certifications: Health Informatics, Name of University, City, ST, 2012; Basic Life Support



SELECT KEY INITIATIVES AS A TRANSFORMATIONAL NURSE LEADER & PROJECT MANAGER

Saved \$480K by Eliminating 900+ Hours of Overtime — ABC Hospital, Country

▲ **Challenge & Impact of Leadership:** To assess and improve staff morale, customer satisfaction, quality of patient care, overtime hours, and equipment maintenance.

- **Applied root-cause analysis** to address quality issues, and implement new policies and procedures.
- Adjusted staff salaries to meet competition resulting in improved morale, performance, and decreased turnover.
- **Established bonus system for recognition of high-skilled staff** in critical areas (*ICU, obstetrics, and operating theatre*); awarded “Employee of the Month” to deserving nurses.
- **Performed manpower analysis** and increased nurses in short-staffed areas.
- Created positions for, and hired, two night Nurse Supervisors and Senior Nurses to increase quality of patient care.
- ➡ **Within one year, decreased overtime in Labor & Delivery 650+ hours, NICU 50 hours, and Biohazard Waste Management 200+ per month to <10.**
- ➡ Decreased incident reports for medication errors by 10%.

Launched Electronic Medical Module for Significant Process Improvement — ABC Hospital, Country

▲ **Challenge & Impact of Leadership:** To serve as Project Manager for implementation of an electronic medical record module—PatientCare Maternity—that would complement the hospital’s current system.

- Collaborated with IT professionals and Nurse Managers to identify specific hospital documentation pertaining to maternity care; redesigned module to meet hospital specifications.
- Coordinated schedule of “nurse super-users” for additional staff training.
- ➡ **Collaborated with IT professionals to roll out module within six months**, launching a product that significantly decreased time for documentation, minimized medication errors, improved patient safety within maternity units, and enhanced staff communication.

Chaired Nursing Policy Committees — Regional Medical Center, City, ST and ABC Hospital, Country

▲ **Challenge & Impact of Leadership:** To revamp out-of-date policies focused on evidence-based practice and guidelines.

- Collaborated with stakeholders (*physicians, quality director, and executive office*) to gain approval of policy updates.
- *In both hospitals*, established Policy Committees to develop new nursing policies and revise old ones. Collaborated with IT department to coordinate policies placed on hospital intranet.
- Directed policy implementation team to update nursing services according to Joint Commission guidelines.
- ➡ Improved compliance with nursing standards as evidenced by a 10% decrease in patient safety incident reports.
- ➡ Brought nursing policy manuals to fruition, establishing institution-wide electronic access.

LEADERSHIP IN EDUCATION & TRAINING — AIR FORCE NURSE OFFICER

▲ **Challenge & Impact of Leadership – Medical Clinic (City, Country):** Worked independently to develop health education program, coordinate health fairs, and collaborate with physicians / base personnel to bring health information to a population of 6K.

- Presented health education topics to individuals and group audiences, including tobacco cessation, nutrition, weight loss, and diabetes. Composed and distributed written materials addressing wellness for both children and adults.
- ➡ **Achieved a 35% success rate in tobacco cessation classes.**
- ➡ Published health promotion materials in Naval base magazine, newspaper, and newsletters. Improved health of base population evidenced by increased number of personnel requesting weight control and nutrition counseling.

▲ **Challenge & Impact of Leadership:** Served in numerous locations in administrative roles (*education, health promotion, infection control, and leadership*)—involving close collaboration with departments and training staff to maintain highest standards of care utilizing Joint Commission guidelines.

- Earned recognition for “*most well-informed staff during ‘any’ Joint Commission inspection*”; played key role in assessment and training (*mock inspections, chart and policy reviews*) for additional inspections.
- Taught courses in patient care and assessment, medication management, IV therapy, and infection control.
- ➡ Tracked data to monitor and maintain command competency compliance >95%.
- ➡ Contributed to teams that led to renewed Joint Commission accreditation in 10 military facilities, and opened hospital unit with inspection leading to initial Joint Commission accreditation.

Challenge: Medical to Academia

Jillian is ready for a career change to the field of academia to disseminate the knowledge she has gleaned over a 25-year career in the medical field and military arena. As a result, she took a sabbatical to earn degrees toward that end – an MBA in 2016 and an MEd in 2015.

Action:

- Created two stand-alone pages—the first page, a networking resume—to showcase her many accomplishments, proving that she would be an asset to any university/college as a Director of Education.
- Page 2 is written like an interview with CAR scenarios and with Leadership in Education & Training at the bottom, just in case a hiring manager reads from the bottom-up.
- Educational experience and training in hospitals and overseas units are woven throughout the resume.
- Hundreds of hours of training nurses/staff in hospitals and military units, leading hospitals/medical units to obtain accreditation according to Joint Commission guidelines (university rules), serving as an adjunct instructor, and unparalleled credentials and degrees have prepared Jillian for the next chapter of life in the world of academia.

Results:

Jillian is just leaving the starting gate with this resume as it was completed this week.