

Kimberly A. Ferguson, RN

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Kellie Brady, Director of Nursing
Anne Bates Leach Eye Hospital
900 NW 17th St.
Miami, Florida 33136

Dear Ms. Brady:

Dr. Ronald E. Smith at the USC Doheny Eye Institute in Los Angeles, CA, suggested I contact you to explore the contributions that I can make to your facility. Having completed relocation to the Miami area, I am eager to continue my career as an experienced Registered Nurse Manager.

My strong background of clinical and managerial nursing skills makes me an excellent candidate. I have spent the last decade focused on staff supervision and patient care at two outstanding eye institutes, USC and UCLA. At UCLA, I played a key role in the startup of the patient admissions department and information centers. My strongest attributes and qualifications include:

- Focus on first-class care and professional support for patients and their families.
- Expert design and delivery of clinical training components to staff.
- Administrative ability to develop and document hospital policies and procedures utilizing strong PC skills.
- Knowledge of current HIS software to comply with JCAHO requirements.
- Bilingual communication ability (English/Spanish) to interact with staff and patients.

I have enclosed my resume to provide more information on my strengths and career achievements. I look forward to speaking with you in the hope of pursuing opportunities with the Anne Bates Leach Eye Hospital. Please contact me soon so that we may arrange a time to meet in person. Thank you for your consideration.

Sincerely,

Kimberly Ferguson

Enclosure

KIMBERLY A. FERGUSON

; 2408 Springmont Drive ; Miami, FL 33101 ; Home: 555.432.2557 ;
; Cellular: 555.435.9859 ; Email: Kim_Ferguson@yahoo.com ;

Registered Nurse Manager

Leader ; Administrator ; Trainer ; Clinician

Experienced health care professional with a demonstrated ability to improve direct patient care, manage day-to-day operations, develop and deliver high-impact training, and ensure compliance with all required policies, procedures, and regulations. At ease in a variety of hospital, specialty hospital, clinic, and home health care settings. Effective communicator, Bilingual English and Spanish.

Licensure & Certifications:

RN, Florida & California
ACLS & BCLS, Current

Education:

Registered Nurse
INTERFAITH MEDICAL CENTER
Brooklyn, NY

Bachelor of Arts
Psychology
FLORIDA INTERNATIONAL UNIV
Miami, FL

Management Skills:

- ; Staff Supervision
- ; Patient/Family Relations
- ; Case Management
- ; Administration
- ; JCAHO Compliance
- ; Reporting
- ; Policies & Procedures
- ; Training & Development
- ; Healthcare Information Systems
- ; Public Speaking

Clinical Skills:

- ; Ophthalmology
- ; ER
- ; Triage
- ; Orthopedics
- ; Oncology
- ; Med Surg
- ; CCU
- ; ICU
- ; Gerontology
- ; Home Health

Professional Experience:

Registered Nurse Manager

USC Doheny Eye Institute, Los Angeles (2003–2009)

Recruited for strong clinical, administrative, and managerial skills to this world-class ophthalmologic institute specializing in assessments and surgical procedures.

- ; Managed a daily caseload of 50–100 patients.
- ; Provided direct care for VIP and international patients.
- ; Developed and delivered a course on clinical ophthalmologic techniques.
- ; Coordinated administrative activities—databases, supplies, and patient accounts.
- ; Updated nursing policies and procedures to ensure JCAHO compliance.

Registered Nurse

UCLA Eye Institute, Los Angeles (2000–2003)

Provided expertise in clinical and operational requirements needed to set up the Admissions and Information Center of the Bascom Palmer Eye Institute at UCLA.

- ; Managed a daily caseload of 30 patients. Assisted in establishing nursing policies and procedures.
- ; Hired and trained clinical staff.

Registered Nurse

Lourdes Nurses Registry, Hialeah, FL (1996–2001)

Cared for VIP patients in hospital (University of Miami Hospitals, Miami Heart Institute, Mount Saint Hospital) and home health care settings.

- ; Managed scheduling, care plans, assessments, and documentation.
- ; Provided patient and family education to aid in rehabilitation and recovery.

Registered Nurse

Boca Raton Community Hospital, Boca Raton, FL (1990–1994)

Responded to the challenge of caring for patients in a variety of units at a community hospital. Worked primarily in the Emergency Room and Triage Unit.

Charge Nurse

Columbia-Kendall Medical Center, Miami, FL

Promoted from Staff Nurse to Charge Nurse after 11 months of employment.

Staff Nurse

Jones Breck Hospital, Miami, FL

Nursing Assistant

Johnson Memorial Hospital, Fort Lauderdale, FL