AMARA NOVAK

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SUMMARY OF QUALIFICATIONS

- Registered nurse who puts patient safety and dignity first.
- Experience across 3 employers, most recently as Ward Sister at Meadow View Care.
- Calm under pressure on busy wards.
- Known for clear communication with colleagues and for following work through to the end.

EDUCATION

University of Lisbon — **Lisbon**
BSc Adult Nursing — *2018*

PROFESSIONAL EXPERIENCE

Meadow View Care — **Berlin**
Ward Sister — *Feb 2024 – Present*

- Led the ward's infection-control link role.
- Administered medication and monitored patients after surgery.
- Took charge of the ward on night shifts.
- Educated patients and families on wound care before discharge.

Meadow View Care — **Berlin**
Senior Staff Nurse — *Jun 2021 – Jan 2024*

- Kept care records accurate and handed over clearly at shift change.
- Completed safeguarding referrals when concerns were raised.
- Worked with doctors and therapists on discharge planning.
- Contributed to the ward's pressure-ulcer prevention plan.

Meadow View Care — **Berlin**
Staff Nurse — *May 2019 – Apr 2021*

- Took part in medication safety audits on the ward.
- Cared for up to 39 patients a shift on a busy surgical ward.
- Escalated deteriorating patients using the early-warning score.

INITIATIVES

Falls prevention audit

- Planned and delivered it alongside day-to-day work, with a written plan and agreed success measures.
- Shared the results with the wider team and kept the documentation up to date.

Discharge checklist

- Planned and delivered it alongside day-to-day work, with a written plan and agreed success measures.
- Shared the results with the wider team and kept the documentation up to date.

RESEARCH & PUBLICATIONS

Notes on workplace surveys — **2023**

- Short paper shared internally and at a local meetup.

TECHNICAL SKILLS

General: Electronic patient records, Microsoft Office
Languages: English (Native), Spanish (Conversational)

CERTIFICATIONS

- Immediate Life Support
- Mentorship in Practice

EXTRA-CURRICULAR ACTIVITIES

- Mentor for a school careers programme, helping students with CVs and mock interviews.
- Member of a community choir.
- Treasurer of a local sports club, keeping the accounts and membership list.

REFERENCE

Pedro Gallagher
Engineering Manager, St Anne's Hospital
Contact: pedro@example.com