KIRSTEN 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 Riverside Clinic.
- Calm under pressure on busy wards.
- Known for clear communication with colleagues and for following work through to the end.

EDUCATION

University of Texas at Austin — **Austin, TX**
BSc Adult Nursing — *2017*

PROFESSIONAL EXPERIENCE

Riverside Clinic — **Berlin**
Ward Sister — *Mar 2024 – Present*

- Educated patients and families on wound care before discharge.
- Contributed to the ward's pressure-ulcer prevention plan.
- Kept care records accurate and handed over clearly at shift change.
- Took charge of the ward on night shifts.

St Anne's Hospital — **Berlin**
Senior Staff Nurse — *Nov 2021 – Mar 2024*

- Supported newly qualified nurses through their preceptorship.
- Worked with doctors and therapists on discharge planning.
- Escalated deteriorating patients using the early-warning score.
- Cared for up to 4 patients a shift on a busy surgical ward.

Riverside Clinic — **Berlin**
Staff Nurse — *Nov 2018 – Aug 2021*

- Completed safeguarding referrals when concerns were raised.
- Administered medication and monitored patients after surgery.
- Led the ward's infection-control link role.

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.

TECHNICAL SKILLS

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

CERTIFICATIONS

- Immediate Life Support
- Mentorship in Practice

EXTRA-CURRICULAR ACTIVITIES

- Organiser of a monthly running club with around 30 members.
- Treasurer of a local sports club, keeping the accounts and membership list.

REFERENCE

Umar Hughes
HR Director, Riverside Clinic
Contact: umar@example.com