

# Sarah Cline

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s.cline129@gmail.com | 252-259-4353

## Education

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**Bachelor of Science, Nursing** | University of North Carolina Wilmington | Jul 2023 | Magna Cum Laude

**Associate of Science, Nursing** | Craven Community College | May 2019 |

## Work Experience

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**Technical Writer** | Johnson & Johnson Vision | Contractor through Kelly Services | Jacksonville, FL

Jul 2024 - present

- Creates, writes, and edits Standard Operating Procedures (SOPs) for distribution operations.
- Incorporates formatting, visual design, and instructional images to ensure end-user understanding and clarity.
- Collaborates with Subject Matter Experts (SMEs) and quality, compliance, and operations teams to align documentation with current and future practice.
- Closes procedural gaps to enhance audit readiness.

**Document Review Associate** | US Bank | Contractor through Insight Global | Jacksonville, FL

Apr 2024 – Jul 2024

- Audited 120-180 mortgage documents daily to ensure compliance with internal rubrics and quality standards.
- Managed and uploaded datasets in MS Excel to streamline document tracking and reporting.
- Filed, retrieved, and released documents in a timely manner to meet customer requests.

**Clinical Coordinator (Registered Nurse)** | Brown Fertility | Jacksonville, FL

Jan 2023 - Sep 2023

- Created 60+ individualized patient schedules monthly.
- Educated patients in the IVF and embryo transfer processes and medication self-administration.
- Increased multi-lingual accessibility by creating medication administration instructions and visual aids in Spanish.

**Registered Nurse (Operating Room)** | Ascension St. Vincent's | Jacksonville, FL

May 2022 – Jan 2023

- Prepared equipment and supplies for surgical procedures.
- Collaborated with the surgical team to ensure patient safety and comfort.
- Documented patient conditions and assessments in the Electronic Medical Record (EMR).
- Performed troubleshooting of technology including robotic instrumentation, endoscopic camera systems, and positioning devices.

**Specialty Coordinator Operating Room** | Carolina East Hospital | New Bern, NC

Jan 2021 – Mar 2022

- Collaborated closely with surgeons, sales reps, and patients to maintain sufficient inventory of surgical supplies and instrumentation.
- Trained operating room staff in specialized procedures and the safe use of surgical equipment.
- Conducted research to evaluate and order new devices to support surgical procedures.

**Registered Nurse** | Carolina East Hospital | New Bern, NC

Jun 2019 – Mar 2022

- Administered medication, care, and treatment plans.
- Documented patient assessments and clinical notes in the Electronic Medical Record.
- Prioritized patient experience and advocacy in a fast-paced environment.

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**English and Science Tutor** | Craven Community College | New Bern, NC

May 2017 – May 2019

- Educated students to understand complex course concepts and assignment requirements.
- Mentored writing and editing of academic material and essays.