

Amninder Kaur
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EDUCATION

Gurnick Academy of Medical Arts, Fresno, CA January 2020 – September 2021

Associate of Science in Nursing

Gurnick Academy of Medical Arts, Concord, CA September 2018 – October 2019

Vocational Nursing

California State University, East Bay, Hayward, CA March 2017 – August 2018

Master of Science in Health Care Administration

- Sikh Student Association of CSUEB, Director of Finance
- Sahaita Inc. of CSUEB, Vice President
- Golden Key International Honour Society, Member
- Honor Society, Member

California State University, East Bay, Hayward, CA September 2015 – March 2017

Bachelor of Science in Health Science, emphasis in Administration and Management

- Dean's List: Fall 2015, Winter 2016, Spring 2016, Winter 2017
- Sikh Student Association of CSUEB, Director of Finance
- Sahaita Inc. of CSUEB, Vice President
- Tau Sigma National Honor Society of CSUEB, Member
- Honor Society, Member
- Golden Key International Honour Society, Member

LICENSES & CERTIFICATES

- Registered Nurse, #95265858 November 2021 – June 2023
- Vocational Nurse, #709354 June 2021 – June 2023
- IV Therapy and Blood Withdrawal March 2020
- Basic Life Support November 2020 – November 2022
- Monitor Tech Arrhythmia Interpretation November 2020

PROFESSIONAL EXPERIENCE

Kaiser Permanente, Oakland, CA September 2021 – Present

Monitor Technician

- Monitor cardiac rhythms accurately
- Observe and report deviations in rhythms from baseline promptly to the RN
- Assist in identifying patient problems with Telemetry monitoring
- Mount monitor strips on documentation flow sheet for review by RN
- Assist in identifying supplies and equipment needed for Telemetry monitoring

Pristine Surgery Center, Fresno, CA May 2020 – Present

Pre-Op Nurse LVN

- Assist the RN with the data collection of pre-procedure monitoring of patients by maintaining patient stability by checking and recording vital signs, weight, and recording intake and output information

- Start IV's and determine individual needs of the patient and family and communicate needs to RN
- Provide patient comfort by using resources and materials, transporting patients, answering patients' call lights and requests, reporting observations of the patient to the RN supervisor
- Provide adjunct care by administering non-sterile dressings as directed by the RN or physician
- Conduct surgical preps, ice packs, heat treatments or therapeutic baths as directed by RN or physician
- Document actions by completing forms, reports, logs and records
- Maintain work operations by following policies and procedures

Kaiser Permanente, Tracy, CA

September 2020 – January 2021

Licensed Vocational Nurse (Contract)

- Provide nursing care, under the direct supervision of the Registered Nurse or physician, in accordance with the legal scope of practice and within established standards of care, policies, and procedures
- Demonstrate performance consistent with the Medical Center Vision, Mission, and Strategic Plan of the organization
- Demonstrate quality and effectiveness in work habits and clinical practice
- Anticipate the customer's needs, take proactive steps to meet those needs, by listening and taking responsibility within scope to ensure issues are resolved
- Participates in departmental performances improvement activities, i.e., planning, and measuring/monitoring, assessing and improving

Dycora Transitional Health & Living, Fresno, CA

February 2020 – August 2020

Charge Nurse LVN

- Responsible for the independent supervision of the delivery of care to a group of residents on a nursing unit.
- Assess resident needs, develop individual care plans, administer nursing care, evaluate nursing care.
- Assure that effective quality nursing care is delivered which is outcome focused through utilization of the nursing process. Identify needs and provide input for discharge planning and follow-up throughout length of stay.
- Implement plan of care consistently, effectively and cost efficiently with focus on resident centered outcomes by utilizing all appropriate available resources for resident, family or responsible party counseling and discharge planning. Work in collaboration with physician and other health care professionals by sharing information relevant to changing plan of care.
- Delivery and maintain optimum resident care and comfort by demonstrating knowledge and skills of current nursing practices.

In-Home Support Services, Tracy, CA

April 2013 – February 2020

Caregiver

- Monitor the condition of the resident by observing physical and mental conditions, intake and output, and exercise
- Monitor resident's daily vital signs
- Assist resident with personal care, food preparation, mobility, and transportation

- Administer medications following doctor's orders

Community Medical Centers, Inc., Stockton, CA

March 2018 – June 2018

Administrative Clerk – Application Support Center

- Coordinate user access request/changes for employees to systems and applications
- Coordinates appointment schedules for CFO and Director of Information Technology
- Assist in developing training materials, policies, and procedures for the electronic health system (NextGen)
- Assist in application projects that improve patient and staff experiences at the health centers
- Research and collect errors through troubleshooting and testing for the NextGen Upgrade
- Work with third party vendors to support the NextGen Upgrade
- Schedule/coordinate meetings and team events
- Prepare meeting materials and assist with the development of presentations
- Dispatch and complete AutoTask tickets that come in through email or phone
- Enter service requests for all calls received
- Submit incident variance reports, as needed
- Advance in all Microsoft programs and Google Drive

University Enterprises, Inc., Sacramento, CA

August 2016 – March 2018

Health Data Tracking Student Assistant (Contract)

California Department of Public Health, Richmond, CA

- Track the care given to children who are exposed to lead
- Collect and document all data entered into a database for further evaluation and storage - utilized Microsoft Excel for data storage
- Communicate information to nurses and physicians in the Care Management Section
- Send appropriate educational materials to families with children exposed to lead to protect them from further effects

INTERNSHIPS/VOLUNTEER EXPERIENCE

Stanford Health Care – ValleyCare, Pleasanton, CA

January 2017 – March 2017

Student Intern

- Assist staff with credentialing for health care practitioners within Stanford Health Care
- Assist staff with putting files together for the health care practitioners
- Assist staff with filing, data entry, and other clerical duties

Kaiser Permanente, Manteca, CA

September 2013 – September 2016

Emergency Department Volunteer

- Maintain confidentiality of patients' records and all communications, written or oral
- Explain the registration and admitting process to patients and their families
- To control traffic, transport patients to and from x-ray in wheelchairs as instructed
- Assist patients/visitors in locating different departments
- Under supervision, prepared any supplies or paperwork needed by staff
- Assist in training new volunteers

Elite Surgical Center, Fremont, CA

April 2016 – August 2016

Administrative Assistant Intern

- Organize and scheduled appointments
- Answer and directed phone calls

- Generate memos, emails, and reports when appropriate
- Assist the reception staff with the patient intake and clinic flow from front desk to back office
- Assist with filing and other clerical duties
- Assist with billing to insurances and medical credentialing
- Assist nurse with writing medical records and taking vitals

Sutter Tracy Community Hospital, Tracy, CA

July 2013 – July 2014

Information Desk Volunteer

- Assist patients/visitors in locating different departments
- Receive and dispatched calls
- To control traffic, transport patients to and from departments in wheelchairs as instructed

Sutter Tracy Community Hospital, Tracy, CA

May 2011 – September 2011

Medical Records Volunteer

- Maintain HIPAA – compliant confidentiality of patient information
- Assist with filing and maintaining files for the department
- Assemble packets when requested or needed
- Copy, fax and perform other clerical tasks as requested

Astoria Gardens, Tracy, CA

March 2011 – May 2011

Volunteer

- Assist residents with transportation within the nursing home facility
- Assist residents with meals and activities
- Assist staff with administrative tasks, such as answering calls, taking messages for staff and patients