**Kirandeep Kaur**

882 Oak Ridge Blvd Elgin, IL 60120 Kiran\_saini13@yahoo.com Phone: (847) 809-5475

***EDUCATION***

**Elmhurst College -** Elmhurst, Illinois

*Bachelor of Science in Nursing May, 2017*

*Cumulative GPA: 3.7*

***WORK EXPERIENCE***

**Glen Oaks Hospital:** Glendale Heights (2018-present)

Medical surgical unit (2018-2020)

Intensive care unit (2020- current)

**Lexington healthcare:** Streamwood, IL  (2017-Nov 2018)

Registered Nurse

• Responsibilities included: provide direct quality care to patients including daily monitoring, recording, and evaluating medical condition of up to 6 patients per day, interact and communicate with patients of different ages and ethnic backgrounds, give quality medical care and treatment, collaborate with treatment teams and physicians to provide appropriate care, assess all new patients, obtain medical history, and determine initial and long term course of action for treatment in accordance with facility policies and procedures, advocate and communicate with families, continually educate the patients during their stay to promote their recovery and confidence during the process of discharge planning.

Certified Nursing Assistant (2014-2017)

• Responsibilities included: provide basic care, take vitals, assist patients with activities of daily living, establish rapport with team members, patients, and families, interact with patients and their families providing physical and emotional support, collaborate with various health care professionals to provide excellent patient care, and develop organizational and time management skills.

***AWARDS and ACADEMIC HIGHLIGHTS***

Member of Sigma Theta Tau: National Honor Society of Nursing (2017-present)

Member of Phi Theta Kappa Honor Society (2013-present)

Member of Elmhurst College Student Nurses Association (2015-present)

Recipient of Phi Theta Kappa Scholarship (2014-present)

Recipient of Umbeck Endowed Scholarship (2016-present)

Recipient of Elmhurst Enrichment Scholarship (2015-present)

Recipient of Transfer Excellence (2015-present)

***SKILLS***

• Performed patient assessments and documentation

• Proficient in taking and monitoring vital signs

• Administered medications: oral, injection, IV, g-Tube

• Educated patients and family on care

• Team Player

• Excellent written and oral communication skills

• Fluent in English, Punjabi, Urdu, and Hindi