Avid Nikoo, BSN, R.N.

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**OBJECTIVE**

A professional, experienced New Graduate Registered Nurse, pursuing a career in the medical industry in which my education, training, and skills may be effectively utilized towards advancement.

**CERTIFICATIONS AND QUALIFICATIONS**

• CA Registered Nurse

• Bachelor of Healthcare Administration

• BLS/CPR, and Fire Safety Certification Services – Hospital Fire and Life Safety.

• Physical Therapy Aide Certification

• Nursing assistance and Home healthcare certification

• 6+ years of experience working with patience and knowledge of medical terminology.

Efficient with computer such as: MS Office: Microsoft Word, Excel, PowerPoint

Photo Shop, Quick Book Pro

• Bilingual: English and Farsi

**EDUCATIONAL BACKGROUND**

* West Coast University—North Hollywood, CA  ( [08/2019—10](tel:08/2019-10)/2021)
  + Honors and Awards: GPA – 3.92, Dean’s List since August 2019
* B.S in Health Administration, California State University of Northridge (2013-2015)
* PTA Degree (Physical Therapy Aide), West Valley Occupational Center, Los Angeles (2013-2014)
* Associate Degree in Science, Pierce College, Woodland Hill, California (2010 -2013)
* B.S in Business Administration, University of Isfahan, Isfahan ,Iran (2006-2010)

**Student RN Clinical Rotations**

West Valley Assisted Living.    Geriatric Unit (108 Hours)

Advanced ADHC. Geriatric Unit ( 70 Hours)

Kindred Hospital Medical Center—Med surge Unit (108 hours)

USC Verdugo Hills Hospital—ICU (24hours) , Telemetry (12 hours)

2015-2018

**ACTIVITIES**

Worked as a volunteer in Tarzana Providence Hospital and Kaiser Woodland Hills Hospital.

Internship at Providence Hospital, Los Angeles (2018)

**Human Resource Assistant**

Responsibilities:

* Schedules examinations by coordinating appointments.
* Provides payroll information by collecting time and attendance records.
* Submits employee data reports by assembling, preparing, and analyzing data

**WORK EXPERIENCE**

Diamond Home Healthcare, Los Angeles (2016-Present)

* Physical therapy aide
* Nursing assistant

Responsibilities:

• Helping patients who are recovering from injuries and illness regain movement and manage pain.

• Monitoring patient's vital signs

• Reporting, analyzing, and patient support

• Using strong communication, organization, and problem-solving skills

Gentle Care Home Health Services, Los Angeles (2015-2016)

Responsibilities:

• Oversee and maintained daily administrative operations

• Verified patient’s insurance and provided support

• Customer service

• Scheduling

• Worked well in a team environment

• Coordinated patient referrals

Channel One Company (2011-2013)

Accountant

Responsibilities:

• Prepared asset, liability, and capital account entries by compiling and analyzing account information

• Documented financial transactions by entering account information.

• Recommended financial actions by analyzing accounting options.