

# Rupinder Kaur

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Seeking for an RN position in the reputed healthcare where I can apply my knowledge and skills and to get more experience.

## Work Experience

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### **On Call Nurse**

Strategicarestaffing

February 2021 to Present

skilled nursing facilities

- Administration of medications
- Treatments
- Provision of resident/family education as directed
- Maintenance of a record of the care provided.
- Under the direct supervision of the RN, assists with the planning, coordination, and provision of individualized resident care in accordance with the established policies and procedures of the facility.
- Monitor and document behavior of residents on psychoactive medications

### **Per Diem Nurse/Urgent Care**

Sutter Health Medical Foundation - Yuba City, CA

April 2021 to August 2021

- Recording and updating patient histories and vitals
- Discussing health care issues and concerns
- Drawing blood for testing
- Monitor patient's vitals and record them in their file
- Administering medication such as Oral, Intradermal, Intramuscular, and subcutaneous route
- Update patient records in a confidential manner
- Explain treatments and procedures to patients and families
- Change dressings, bandages, and Ace wrappings, ensuring patients are healing properly
- Assisting Doctors with procedure of stitching, sutures
- Inserting Catheter
- Ear Lavage
- Perform strep, flu, Mono, RSV, pregnancy and Urinalysis test.
- Apply and remove casts
- Administering treatment to patients
- Contacting patients regarding tests or results as Dr. orders

### **Per Diem Nurse/ Subacute Facility**

Neurorestorative - Granite Bay, CA

March 2021 to August 2021

- Administer medications and provide documentation according to established guidelines

- Conduct assessments, implement health care plans and respond to changes of condition
- Ensure physicians' orders are documented and carried out as prescribed
- Tracheostomy care and suctioning
- G-tube and PEG-tube feeding and care
- Changing suprapubic catheter and Catheter care and irrigation,
- Care for pt. on Ventilator
- Apply chest compression machine
- Apply CPAP
- Monitor and document behavior of residents on psychoactive medications

### **On Call Nurse/Skilled Nursing Facility**

Lincoln Meadows Care Center - Lincoln, CA

November 2018 to 2020

- Administration of medications
- Treatments
- Provision of resident/family education as directed
- Maintenance of a record of the care provided.
- Under the direct supervision of the RN, assists with the planning, coordination, and provision of individualized resident care in accordance with the established policies and procedures of the facility.

### **Volunteered with Errand and Escort Team**

Holland Hospital - Holland, MI

October 2014 to April 2015

- Interaction directly with staff and patients
- Escorting from room to car and to different department of the hospital.
- Pass out meal trays.

Solmon Stern & Glatt MD Inc

February 2008 to March 2008

- Billing/ coding
- ICD 9 codes and CTP Codes
- Post payments to accounts
- Follow up on unpaid claims as well as old claims
- Handle claims with different Insurances

### **Demonstrator**

Warehouse Demo Service

August 2006 to December 2006

- Meeting and greeting the customers
- Presenting the product to the customer and encourage them to buy
- Increasing the sale of the product by excellent demonstration.

### **Customer Services/Cashier**

Sears - San Bruno, CA

May 2004 to June 2006

- Provide excellent customer service
- Ensure customer satisfaction
- Handle cash accurately

- Operate cash register
- Answer questions and resolve problems and complaints

## Education

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### **Registered Nurse in Associate of Science in nursing**

International College of Health sciences - Boynton Beach, FL  
October 2020 to February 2022

### **License**

Curam College of Nursing  
2018

### **Diploma in Medical Claims & Billing Specialist**

U.S. Career Institute  
2007

### **Certified Pharmacy Technician**

Boston Reed College  
2007

### **High school Diploma**

South San Francisco High School  
2004

## Nursing Licenses

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### **RN**

Expires: October 2023

State: CA

## Skills

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- Computer literate; MS word and internet research
- Reliable and Honest
- Quick learner and ability to multi-task
- Use time effectively and manage other resources well
- Positive attitude, not easily deterred by obstacles and challenges
- Bilingual: English, Hindi and Punjabi
- Extremely detail oriented and organized
- Committed to complete a job on time
- Proven ability to overcome and solve problems
- Medical billing educated as well as terminology
- Friendly and dedicated
- Enthusiastic team member

- Medication administration
- Patient assessment
- Emotional support
- Vitals Monitoring
- Personal Care Assistance
- Sterile techniques
- Interventions Implementation
- Medical Terminology
- Tube Feeding
- Catheter Care
- Nursing
- EMR Systems
- Phlebotomy

## Certifications and Licenses

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### **BLS Certification**

### **LPN**

### **BLS Certification**

### **LPN**

### **CPR Certification**