

Courtney Seidler, BSN, RN

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OBJECTIVE:

Seeking a challenging career that utilizes and builds my skills in my area of competence and enriches my knowledge and gives me a chance to be part of a team that contributes towards the growth of the organization, thereby yielding the twin benefits of job satisfaction and convenient professional growth.

Skills & Qualifications:

- **Credentials:** CA Registered Nurse License: **95289422**
- **Certifications:**
 - CPR/BCLS
 - Fire Safety Card
 - NIHSS
 - Child Abuse Training
 - APSWI Mandated Reporting
 - FEMA Certification
 - Sigma Theta Tau International Honor Society (STTI) Certification
- Effective leadership skills and teamwork
- Efficient communication and organization skills
- Computer skills including Microsoft Word, Excel, and PowerPoint
- Able to critically think and balance tasks

EDUCATION & TRAINING:

Bachelor of Science in Nursing - <i>West Coast University</i> , North Hollywood, CA	06/2018—04/2022
High School Diploma - <i>Burbank High School</i> , Burbank, CA	05/2013
Medical Assistant Program - <i>Concorde Career College</i> , North Hollywood, CA	02/2014—08/2014
• <u>Honors & Awards:</u> GPA 4.0, Honor Roll, Dean's List, Perfect Attendance	

STUDENT RN CLINICAL ROTATIONS:

Fundamentals In Nursing - *Topanga Terrace Rehabilitation & Subacute* (90 Hours)
Introduction to Medical Surgical Nursing- *Telehealth- Med Surg Unit* (135 Hours)
Intermediate Medical Surgical Nursing- *Swift River-Med Surg Unit* (135 hours)
Mental Health/Psychiatric Nursing- *Swift River- Psychiatric Unit* (90 hours)
Expanding Family and Community Practicum (OB)- *Swift River- Labor and Delivery Unit* (67.5 Hours)
Developing Family and Community Practicum (PEDS)- *Swift River- PITS Unit* (67.5 Hours)
Public Health Nursing Practicum- *Santa Clarita Food Pantry*- (90 Hours)
Advanced Medical Surgical Nursing- *Palmdale Regional Medical Center- PACU* (135 Hours)
Preceptorship- *West Hills Medical Center- Med Surg Unit*- (90 Hours)

WORK EXPERIENCE:

August 2019 – May 2020

Assistant Coach, Golden Valley High School

- Developing training programs and drills
- Build a working alliance
- Share performance feedback
- Offer extended consultation, education, and support
- Identifying strengths and weaknesses
- Provide a trusting environment

February 2018 – October 2018

Office Manager/ Medical Assistant, Michelle Kolsi, M.D Inc.

- Front office work (filing, answering phones, etc.)
- Taking patient vitals
- Giving Injections
- Billing to insurances
- Answer billing questions
- Handle patient accounts

October 2015 – February 2018

Office Manager/ Medical Assistant, Olive Health Pediatrics Inc.

- Front office work (filing, answering phones, etc.)
- Taking patient vitals
- Giving Injections
- Billing to insurances

April 2016 – January 2017

Brand Ambassador, Dr. Pepper Snapple Group

- Customer Relations
- Customer Service
- Brand Awareness
- Community involvement

April 2013 – September 2015

Youth Counselor, Boys and Girls Club

- Supervisor of Jordan Starr Middle School
- Ensuring that all youth work and activities are conducted in a safe environment
- Organize activities and educational programs
- Offer guidance and support

COMMUNITY INVOLVEMENT

Santa Clarita Food Pantry Santa Clarita, CA

08/21-10/28

- Provided service for the homeless and people with low income to receive the proper necessities.

SKILLS

- Critical Thinking
- Clinical Skills
- Medication Administration
- Medical Collaboration
- Customer Service
- Effective Communication
- Positive Learning
- Problem Solving