

Julia Tarverdova

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- Excellent ability to provide high quality secretarial support to a multifaceted team.
- Analytical and problem solving skills, good decision making skills, extremely effective verbal and listening communication skills.

Work Experience

Registered Nurse Pre-Op/PACU

CARE Fertility - Glendale, CA

April 2022 to Present

- RN during procedure, pre-op, PACU
- Assess preoperative vital signs
- Start peripheral IV access line
- Surgical instrument count
- Facilitate communication between patient, surgeon, and anesthesiologist
- Facilitate smooth and efficient room turnover and patient flow
- Complete documentation for OR records
- Assist in transporting patient to and from OR room to PACU unit
- Patient teaching for IVF and post tubal reversal surgery
- Discharge and follow up

Registered Nurse, Clinical Nurse II, Heme/Onc

City of Hope - Duarte, CA

August 2021 to Present

- Oversee the delivery of patient care for a group of patients, implementing those aspects of the nursing plan requiring specialized knowledge and skill.
- Telemetry monitoring
- Utilize the nursing process in clinical practice, which includes assessment, planning, intervention, evaluation and documentation.
- Proficient in vascular access device management
- Administer Chemotherapy infusions, CAR-T Cell Therapy, and Stem Cell Transfusions
- Provide patient education on disease prevention and restorative measures and promote patient advocacy
- Maintain a safe, comfortable and therapeutic environment for patients/families in accordance with hospital standards.
- Proficient charting in computer based medical record retrieval, Epic
- Assess signs and symptoms of illness, reactions to medications/treatments, general behavior, and physical condition to determine normal versus abnormal characteristics and initiate emergency procedures when indicated
- Implement nursing practices with respect to protocols and procedures of the COVID-19 virus

Registered Nurse

Advanced Home Care Health Agency

February 2021 to June 2021

- Conduct thorough head to toe assessment and focused assessment for assigned patients
- Collaborate with primary care providers, physical therapists, and other nurses for patient care
- Complete and submit OASIS reports with nursing diagnoses
- Administer prescribed medications and consult with doctors for clarifications
- Provide teaching customized to patient needs and assess patient feedback
- Proficient in using Synergy EMR systems for patient data input

Client Relations Manager

Geneticist Inc.

May 2014 to November 2020

- Assemble and analyze sales, expenses, and new business data and delivered analysis reports to upper management
- Lead re-branding on all social platforms, sales material and internal marketing and sales materials
- Consult clients on pricing and all order information
- Manage website updates, SEO marketing, and social media content
- Analyzed reviewed and reported on promotional campaign effectiveness to maximize results
- Assist with administrative duties and new employee training

Receptionist/ Office Assistant

Infinity Precision Inc.

March 2013 to November 2014

- Responsibilities included receiving and distributing messages from telephone/email as appropriate, taking clear messages and passing these promptly to the appropriate member of the team.
- Inputting customer data, as well as product data, into the computer programs.
- Made labels, controlled all shipments that went in and out, as well as all mail.

Receptionist

Office Assistant - Pacific, MO

June 2011 to July 2012

- Responsibilities included receiving and distributing messages from telephone as appropriate, taking clear messages and passing these promptly to the appropriate employee at the dealership.
- Greeting customers that walk in and out in a kind and professional manner.
- Inputting customer data, as well as vehicle data, into the computer programs.
- Calling customers about reminders and different notifications regarding their vehicles.
- Participated in business and team meetings regarding service planning and to assist in the review of work systems.

Education

MSN in Nurse Practitioner

West Coast University-Los Angeles - Los Angeles, CA

January 2022 to Present

BSN in PHN

West Coast University - Los Angeles, CA

October 2018 to January 2021

B.S. in Public Health

The Rehabilitation Centre of Beverly Hills - Northridge, CA

September 2013 to May 2016

Skills

- Experienced in Microsoft Office, Synergy EMR, ImageJ, and CRM
- Experienced in analyzing data using SPSS
- Fluent in English, Russian, and Armenian
- Emergency Medical Technician course completed
- BLS certified, Fire Safety certified
- Facebook
- Instagram
- Twitter
- LinkedIn
- Pinterest
- Tiktok etc.
- Epic
- Nursing
- Critical Care Experience
- Primary Care Experience
- Vital Signs
- Chemotherapy

Certifications and Licenses

Fire Safety Certification

RN License

BLS Certification

CPR Certification