

SUMMARY OF QUALIFICATIONS

Optimistic, goal oriented, registered nurse with a great work ethic, and quality care skills. Possesses over a decade of experience in the medical field and a reputation for providing high quality care and ensuring patient satisfaction.

EDUCATION

New York City College of Technology, January 2011

Bachelor's of Science Degree | Major: Nursing
Degree in Progress, Expected Graduation: June 2012

Associate's of Science Degree | Major: Nursing
Honors: Dean's List, Learning Center Tutor, National Honor Society Nominee

Municipal Training Center, 1997

Certificates awarded for Medical Assisting, Phlebotomy, ECG Technician

Saint Petersburg Electro-Technical University of Telecommunications, 1992

Bachelor's of Science Degree | Major: Economics

PROFESSIONAL EXPERIENCE

Maimonides Medical Center, Coney Island Hospital, Lutheran Medical Center

Student Clinical Experience

January 2009 - December 2010

- Experienced hands-on training by providing care to assigned patients in the women's health, obstetrics, pediatric, psychiatric, and medical-surgical departments

Primary Care Office-Internal Medicine, Andrew L. Weiss, MD

Physician's Medical Assistant

September 2001 - August 2007

- Managed the acute illnesses and chronic, multi-system disease processes of adults in a private clinic
- Counseled clients regarding health risk factors, smoking cessation, stress management, physical activity, and safeguarding against disease
- Prepared patients for examinations by taking vital signs, performing ECGs, carrying out phlebotomies and other routine diagnostic tests
- Handled referrals, follow-ups, and other correspondence, scheduled appointments, managed file organization

Pediatric Primary Care Office, Rimma Pozdnyakova, MD

Pediatrician's Medical Assistant

January 1997 - September 2001

- Provided well-child care including immunizations, anticipatory guidance, and health promotion education to a primarily underserved African American and Hispanic pediatric population
- Managed acute illnesses and chronic disease exacerbations for infants, children, and adolescents while incorporating psychosocial elements to aid development
- Primed patients by taking vital signs, performing ECGs, phlebotomies and other routine diagnostic tests
- Processed referrals, follow-ups, and other correspondence, scheduled appointments, instituted and managed file documentation system

SKILLS

- Fluent in Russian and English
- Comprehensive knowledge of medical conditions and symptoms, as well as corresponding treatments
- PC proficient with solid knowledge of Microsoft Office programs
- Superior at vein discovery and blood drawing
- Strong analytical skills, capable of assessing conditions and implementing appropriate intervention
- Proven record of reliability and responsibility
- Extremely organized with the ability to maintain meticulous patient records

REFERENCES Available upon request