

# Amnider Kaur

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## Skills

- Trilingual English, Punjabi, Hindi
- Lesson plan implementation
- Detailed recordkeeping
- Laboratory research and maintenance

## Experience

February 2022

**Dignity Health, Barrow Neurology Rehab Center** – *Health Unit Coordinator*

- Received incoming phone calls for the unit and provided trilingual support when needed.
- Arranged consults for patients ordered by rehab doctors.
- Maintained detailed records for incoming admits and discharges.
- Served as primary liaison between nurses, page doctors, and specialists on campus.
- Coordinated facility orders including equipment requests.

December 2018- November 2021

**Abrazo Central Campus, 2000 W Bethany Home Rd, Phoenix, AZ 85015** – *Telecom*

- Received incoming phone calls for all Abrazo Hospitals.
- Coordinated all codes and overhead paging for the Abrazo Hospital campus.
- Collaborated with hospital staff to maintain records of patient locations in real-time.
- Maintained, edited, and stored sensitive patient information.

November 2021- Present

**Banner Urgent Care 16430 W Yuma Rd, Goodyear, AZ 85338** – *Front Office Representative*

- Received incoming urgent care phone calls and determined appropriate responses for each one.
- Utilized Cerner and Powerchart systems to facilitate patient check-ins.
- Upheld the responsibility of contacting paramedics in emergency situations.

August 2019- August 2021

**Arizona State University, 411 N Central Ave, Phoenix, AZ 85004** – *Instructional Aide*

- Administered the curriculum for General Physics 1 & 2 including exams, laboratory hours, and recitation hours under the direction of the supervising professor.
- Created, modified, and implemented lesson materials.
- Nurtured frequent and detailed communication with team members and supervisors.
- Maintained a safe and productive laboratory environment for students and other staff members.

## Education

August 2017- August 2021

**Arizona State University, 411 N Central Ave, Phoenix, AZ 85004** – *Bachelor of Science*

Completed degree in Medical Studies with emphasis in medical sciences including research in microbiology, biology and organic chemistry.