

KAITLYN NGUYEN

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EDUCATION

February 2023 – Present
Stanbridge University (*4.0 GPA*)
Bachelor of Science Degree, Nursing (BSN-RN)
Anticipated Completion in February 2026

August 2022 – December 2022
Santiago Canyon College
Prerequisite Courses

August 2018 – June 2021
Loyola Marymount University
Bachelor of Science Degree, Biology

August 2016 – June 2018
Marymount California University
Associates Degree, Biology

PROFESSIONAL HISTORY

June 2023 – Present
USC Hematology/Oncology Clinic (Newport Beach, CA)
Medical Scribe

- Hematology/Oncology Newport Beach Clinic
- Follow MD for all patient visits and transcribes the conversation.
- Decides which information should be included or excluded in reports.
- Distinguishes between homonyms, and recognize inconsistencies and mistakes in medical terms, referring to dictionaries, drug references, and other sources of anatomy, physiology, and medicine.
- Identifies mistakes in reports and check with doctors to obtain the correct information.
- Performs data entry and data retrieval services, providing data for inclusion in medical records and for transmission to physicians.
- Reviews transcription for accuracy.
- Returns dictated reports in printed or electronic form for physician's review, signature, and corrections for inclusion in patient's medical records.
- Informs the Charge nurse of any matters that should be brought to his/her attentions, including

complaints, medical concerns, and or safety issues.

Is cross trained to do customer service rounds in the Critical Care Department and follow the chain of command for conflict resolution with the charge nurse first, then clinical coordinator, then director as necessary and nursing supervisor after hours.

- Performs other duties as assigned.

December 2021 – August 2022

Tracy Tran Pediatric Dentistry (Newport Beach, CA)

Assistant/Front Office Support

- Acted as the face of the dental office by welcoming patients, comforting them, scheduling them and answering any questions related to craniofacial growth modification, orthodontics, prophylaxis, and pediatric frenectomy/frenuloplasty procedures
- Assisted in frenectomy/frenuloplasty procedures, obtained patient images for charting, developed with the lead dentist treatment plans, and ordering patient care documents and medical records from outside care providers following HIPAA guidelines
- Executed follow-up visits and maintained patient care by logging appropriate patient data prior to and after exam and treatment

August 2017 – May 2018

Marymount California University (Palos Verdes, CA)

Secretary for Marymount Student Government Association

- Securing a close relationship and better understanding between administration, students, and faculty by attending events, such as, Marymount California University Board of Trustees meetings and serving as the Student Representative on the Academic Affairs Committee
- Assisting in the supervision of all student activities and distribution of Student Association Fees, as well as, ensure yearly stipends are properly allocated to appropriate MSGA members
- Promoting Marymount California University's growth and unity through marketing strategies and creating student events
- Prepare, prior to each meeting, an agenda distributed to members of the MSGA, maintain the MSGA official membership roll, document absences, and report them to the body for action

March 2016 – September 2019

Optisource Technologies, Inc. (Anaheim, CA)

Document/Accounting Staff

- Organized and maintained legal and financial documents by utilizing QuickBooks 2010, conducted manual and electronic data entry and filing, and developed electronic files by scanning paper documents
- Collaborated with team to prepare for routinely Accounts Payable (A/P) aging report and manage Accounts Receivable (A/R)

HONORS AND AWARDS

February 2023

Stanbridge University (Irvine, CA)

Dean's List

- Received Dean's List in Term 1 of Stanbridge University for 3.5+ GPA
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- Received Summer 2023 Summer 2023 Institutional Scholarship

June 2021

Loyola Marymount University (Westchester, CA)

Dean's List

- Received Dean's List in the last Spring semester of Loyola Marymount University for 3.5+ GPA

August 2017 – June 2018

Marymount California University (Palos Verdes, CA)

Dean's List

- Received Dean's List in the last year of Marymount California University for cumulative 3.7 GPA
- Received Fall 2016 Scholarship from the Eugene B. Hannon Foundation
- Received Athletic Golf Scholarship

TEACHING EXPERIENCE

May 2019 – July 2020

Orchid LQ Academy (Garden Grove, CA)

Tutor

- Tutor adept at creating academic curriculum and study materials for students from education levels K through 12th grade
- Created worksheets, prompts, quizzes, and exams for students in prospective reading comprehension and writing areas, as well as, preparation for the SAT and AP exam

January 2017 – May 2018

Marymount California University (Palos Verdes, CA)

Peer Tutor/Practicum

- Work anywhere from 5-15 hours/week to tutor undergraduate and graduate university students in English and Language Arts to help them better comprehend school lectures, learning objectives, and maintain class standing on par with peers through brainstorming strategies, research methods, organization and self-guided revision
- Develop individualized instructional and tutoring plans integrating curriculum objectives and aligning with the course's syllabus and learning standards
- Coach students to strengthen grammar, spelling, creative and persuasive writing, as well as basic essay skills

VOLUNTEER EXPERIENCE

September 2016 – May 2020

Vietnamese Cancer Society

Volunteer

- Committee volunteer aiding in working with the board and chair of the organization in fundraising and bringing awareness to cancer by holding information desks at outreach events, creating functions and galas organized to help fundraise for a particular cancer and annual theme, and help in other miscellaneous tasks

September 2017 – May 2019

Dr. Bich Lien Nguyen, M.D. (Oncology) & Dr. Brian L. Nguyen, M.D. (IM)

Physician Shadowing

- Support and assist cancer patients during chemotherapy treatments and infusions
- Maintain cleanliness and organization of incoming patient lobby

January 2016 – December 2016

Harbor Interface Services, Boys & Girls Club (San Pedro, CA)

Volunteer

- Operated the Food Pantry and Clothing Closet by creating lists of foods that are out of stock, making baskets of goods per family size, and assigning those baskets to designated individuals, etc.
- Worked with an array of individuals from diverse backgrounds and provided guidance and role modeling to children between the ages 6-9 years old by reading stories to the children and teaching them painting, drawing, and crafts that encourage creativity and expression

SKILLS

- Excellent leadership, strong work ethic, organized, and efficient working with a team or independently
- Interacts effectively with a diverse, multi-generational clientele
- Proficient in Microsoft Word, Excel, PowerPoint, Outlook, SPSS, CurveDental, Epic Systems, Cerner, and Apple documentation outlets
- Fluent in English and Proficient in Vietnamese