

Elizabet Avetisyan

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Professional Summary

Compassionate and detail-oriented healthcare professional with experience in medical office administration, care coordination, and patient support. Skilled in scheduling, documentation, workflow management, and communication with insurance providers and healthcare facilities. Demonstrates leadership, training abilities, and problem-solving skills. Trilingual in English, Armenian, and Russian.

Professional Experience

Administrative Assistant

California Cardiac Institute, Glendale, CA | March 2025 – December 2025

- Scheduled appointments and coordinated workflow using OfficeAlly and Elation.
- Prepared charts and maintained accurate medical records.
- Verified insurance coverage, contacted providers, and processed paperwork.
- Assisted patients by phone and provided translation support.
- Managed faxes, emails, scanning, and office communication.
- Supported clinic operations with organizational and leadership skills.

Lead Peer Mentor

CalWORKs Parenting Program, Glendale Community College, Glendale, CA | 2023 – 2025

- Guided and supported students, ensuring program success.
- Trained and supervised new peer mentors.
- Served as liaison between students and staff.
- Presented program insights to the accreditation committee, demonstrating leadership and professionalism.
- Demonstrated strong organizational skills and proactive problem-solving.

Cardiac Care Nurse

Cardiac Care Institute after Levon Hovhannisyan, Yerevan, Armenia | 2016 – 2018

- Maintained accurate patient records and documented care.
- Administered medications and monitored patient responses.
- Performed assessments, including vitals, EKGs, and blood draws.
- Educated patients on medication and post-care instructions.
- Collaborated with the healthcare team to ensure quality patient care.
- Coordinated with labs and other departments for efficient workflow.

Education

- **AA Degree in Health Science**, Glendale Community College, Glendale, CA — 2025
- **Pre-Health Professions Certificate of Achievement**, Los Angeles City College, Los Angeles, CA — 2025
- **Associate in Science Degree in Nursing**, Yerevan Basic Medical College, Yerevan, Armenia — 2016

Certifications & Training

- HIPAA Certification — Valid through 2027
- BLS (Basic Life Support) Certification — Valid through 2027
- OASIS/Home Health Documentation Training — In Progress

Skills

- Medical office administration and workflow management
- Patient intake, scheduling, and coordination
- Calling insurances, hospitals, and requesting paperwork
- Electronic Health Records (EHR) management
- HIPAA compliance
- Leadership, team training, and mentoring
- Problem-solving and critical thinking
- Multitasking and time management
- Documentation and chart organization
- Team collaboration and communication
- Microsoft Outlook, Microsoft Excel, Google Workspace, OfficeAlly, Elation
- Trilingual: English, Armenian, Russian

References

Recommendation letter available upon request — from Interim Associate Dean of Student Services, Glendale Community College, highlighting leadership, organizational skills, and professional dedication.