

***Rachel Rogoff***  
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**PROFESSIONAL OBJECTIVE** To apply my extensive experience in Infertility as an IVF Nurse Coordinator or Third Party Coordinator.  
Looking to be able to utilize my strong organizational, communication and interpersonal skills in a stable and challenging environment.

## **EDUCATION**

October 20, 1995 Associates Degree in Nursing  
East Los Angeles College  
Los Angeles, Ca.

June 18, 1981  
Wilson High School  
Los Angeles, Ca.

## **EXPERIENCE**

July '08- present

California Fertility Partners, Los Angeles, Ca,  
*Nursing Supervisor*

- Daily nursing supervision of all nursing staff
- Prepare monthly nursing schedule.
- Employee evaluations
- Training and orientation of new nursing staff
- Interview potential new nursing staff
- Delegate patient consults
- Organize nurses staff meetings

### *Third Party IVF Coordinator*

- Coordinate Egg donor and Surrogacy cycles
- Work closely with numerous third party agencies
- Arrange initial egg donor and surrogacy screening as well as FDA screening
- Delegate third party cases to nursing staff.
- Patient teaching/education
- Work with out of state and out of the country patients

Aug. '96-July '07

Huntington Reproductive Center, Pasadena, Ca.  
*Nursing Supervisor*

- Daily nursing supervision of all clinical staff.
- Prepare monthly nursing schedule.
- Employees yearly evaluations
- Training and orientation of new nursing staff.
- Organize staff meetings.
- Interview potential new staff

- Assist in setting up for clinical accreditation.
- Assist clinical staff with daily duties.
- Work closely with MD's to provide positive working environment for clinical staff.

*Third Party IVF Coordinator*

- Coordinate Egg Donor and Surrogacy cycles.
- Work with numerous third party agencies.
- Arrange complete patients screening
- Organize FDA screening process.
- Assist in setting up clinical forms needed, consents and patient instructions.
- Communicate with out of town monitoring clinics.
- Order patients medications.
- Schedule patient's appointments including egg retrievals, embryo transfer, Polypectomy and Hysteroscopy's.
- Assist in clinical procedures.
- Patient education.

October '95 – Aug. '96

Staff Registered Nurse

*Medical Surgical Nurse*

- Patient assessment.
- Patient medication distribution.
- IV start, push IV medications.
- Hang IV antibiotic and medications ordered by MD.
- Vital signs.
- Discharge patient and give discharge instructions.
- Delegate duties to LVN and CNA.

**LICENSURE**

Register Nurse

**HONORS/ACCOMPLISHMENTS**

Joan Jack Nurse Speaker Award by Serono Symposia/Bio Symposia  
 Round table moderator at Nurses Symposia  
 Nurses Advisory Board for Serono Pharmaceutical  
 Nurse Advisory Board for Ferring Pharmaceutical  
 Speaker Serono Symposia Nursing Conference '98  
 Speaker at ASRM '05- Nurse Professional Group  
 Speaker at ESHRE '06  
 Kaiser Permanente Scholarship Award  
 Outstanding Nursing Student Award by E.L.A College  
 Certificate of Appreciation by E.L.A. College