**Noor Dibou**

[noordibou.nd@gmail.com](mailto:noor.dibou@hotmail.comF) | Frisco, Texas |

**EDUCATION**

**University of Texas at Dallas**  **Dallas, TX**

*Bachelor of Science in Biochemistry*

* Organizations/Awards: The National Society of Leadership and Success.

**Collin College Frisco, TX**

*Associate degree in science*

* Organizations/Awards: Collin College Deans List, Phi Theta Kappa Honor Society.

**SKILLS**

**Relevant Coursework and Lab Experience:**

* Biochemistry Laboratory: Gained hands-on experience in performing various biochemical tests, such as ELISA, DNA sequence analysis, and Western blot development.
* Molecular Biology Laboratory: Applied PCR techniques, DNA sequencing, and agarose gel electrophoresis for analyzing genetic samples.
* Analytical Chemistry Laboratory: Utilized FTIR and HPLC techniques for analyzing chemical compounds and determining their properties.
* Microbiology Laboratory: Developed skills in streak plating, gram staining, and microbial culture techniques.
* General Chemistry Laboratory: Acquired proficiency in laboratory protocols, including pipetting, measurement techniques, and data analysis.

**General:** Communicating with physicians, pharmacies, and insurance companies, Microsoft Office (Word, Excel, Power Point), Problem Solving, Medical Terminology, Internet Proficiency, Data Collection and Organization.

**WORK EXPERIENCE**

**North Texas Endocrinology and Diabetes Center**  **Frisco, TX**

*Lead Medical Assistant June 2019 – July 2021*

* Managed and oversaw medical care for 500+ patients monthly, including scheduling appointments and addressing concerns.
* Coached and mentored 15+ team members on new technical, medical software systems, policies, and procedures.
* Utilized medical software and MS Office documenting medical records.
* Functioned as a patient advocate, addressing private and time sensitive patient concerns.

**OTHER EXPERIENCE**

**School Lab Experience:**

* Assisted with general support for the laboratory, following all applicable policies and procedures
* Prepared and organized samples for testing, including sample racking, aliquoting, and tube preparation
* Handled, processed, labeled, and transported specimens, identifying and resolving sample problems appropriately
* Assisted with the maintenance and preparation of testing equipment, including preventive maintenance and notifying technical staff of equipment problems
* Assisted licensed personnel or delegated supervisors in pre-analytic and post-analytic testing activities in a licensed clinical laboratory
* Prepared pre-analytical reagents and controls, maintaining complete and accurate records
* Managed inventory of consumable items, ordered supplies, and performed inventory checks
* Performed data entry and transcribed data for computerized data reduction
* Assisted in quality control procedures, prepared protocols, and maintained laboratory areas in a neat and organized manner
* Complied with health and safety policies, procedures, and practices, utilizing personal

**Family Dentistry of Frisco Frisco, TX**

*Dental Assistant June 2021 - September 2021*

* Assisted in initial patient interviews, digital x-rays, dental charting, operatory setup and breakdown, chairside assisting, and infection control.
* Ordered dental supplies and performed operatory and dental equipment maintenance.

**Envoy Hospice Llc**   **Fort Worth, TX**

*Hospital Volunteer June 2018 - December 2021*

* Provided behavioral and emotional support for patients with dementia and Alzheimer's
* Assisted patients with daily activities and organized entertaining activities

**Red Cross DFW, TX**

*Volunteer August 2021- Current*

* Emergency Translator - NTX
* Blood Services: Transportation Specialist DFW
* Blood Services: Donor Ambassador - Metro North