

SALMA MANSOUR

Aspiring clinical psychologist

+1646-856-5844



salmamm2004@gmail.com



620 Bloomingdale RD, Staten Island, NY 10309



SUMMARY

Dedicated and compassionate undergraduate student pursuing a B.A. in Clinical Psychology at CUNY Hunter College. Experienced in healthcare settings with a strong foundation in patient interaction, administrative coordination, and emotional support. Known for strong interpersonal skills, attention to detail, and a commitment to holistic, patient-centered care. Eager to gain further hands-on clinical experience through an internship in a mental health or healthcare setting.

EDUCATION

CUNY Hunter College – New York, NY

B.A. in Clinical Psychology (In Progress)
Aug 2022 – Present

- Minors: Women & Gender Studies, Arab Studies
- Dean's List | GPA: 3.5
- Relevant Coursework: Abnormal Psychology, Developmental Psychology, Research Methods

Tottenville High School – Staten Island, NY

High School Diploma | Jun 2022
-Graduated with Honors | GPA: 4.0
-Member of the National Honor Society

SKILLS

- Active Listening & Empathetic Communication
- Patient Observation & Support
- Clinical Office Administration
- Data Entry & Report Auditing
- Insurance Verification
- Team Collaboration & Leadership
- Fluent in English & Arabic

CERTIFICATIONS

- 17th annual psychology day at the united nations. reducing global inequalities through education: psychological contributions

PROFESSIONAL EXPERIENCE

Office Manager

Total Cure Physical Therapy | May 2025 – Present

- Coordinated patient scheduling, ensuring timely and efficient appointment management while balancing provider availability.
- Conducted thorough insurance verifications, and assisted with billing processes.
- Supervised and trained front desk staff in administrative procedures, and customer service
- Maintained patient records and ensured HIPAA compliance

Office Manager

Greenridge Physical Therapy | oct 2024 – April 2025

- oversaw day to day office operations, including scheduling, patient intake, and managing communication between patient and providers.
- processed insurance claims and verified benefits
- Managing administrative staff by delegating tasks, monitoring performance, and providing training to enhance efficiency

Front Desk Assistant

Access -A- Ride Assessment Center | Oct 2021 – Jun 2022

- Performed data entry for invoices and service logs
- reviewed and Audited applications and clinical assessment reports
- Provided customer service and assisted clients with transportation services