



OBJECTIVE

To advance my career as a web developer following a recent certification from Harvard Extension School

A dynamic, motivated, multilingual professional with the educational background and proven work ethic to support goal achievement across diverse sectors. Known for delivering excellent service in fast-paced environments, with the skillset to analyze complex information, manage key projects, and collaborate with diverse individuals. Exceptionally dedicated professional with keen interpersonal, communication, and organizational skills.

PROFESSIONAL EXPERIENCE

BETH ISRAEL DEACONESS HOSPITAL, NEEDHAM, MA, December 2018 – Present

MEDICAL ASSISTANT

- Streamline office administration duties to enable physicians to focus on patient treatment.
- Ensure the sanitation and cleanliness of all equipment, exam rooms, and other facilities.
- Execute quality assurance and control procedures to ensure compliance with HIPAA, CLIA, and OSHA.
- Demonstrate knowledgeable, friendly service in all patient and family interactions.
- Rugiyya, these bullets are just suggestions—feel free to revise or remove them.

TUFTS MEDICAL CENTER, BOSTON, MA, January 2017 – February 2017

CLINICAL EXTERNSHIP

Preceptor: Rebecca Richardson

- Completed 181 clinical hours for the Medical Assistant program.
- Garnered hands-on experience and proficiency in collecting vital signs/medical histories, preparing patients for examinations, conducting laboratory tests, processing laboratory specimens, drawing blood, performing electrocardiograms, and assisting the physician during exams.
- Coordinated administrative tasks such as reception, scheduling, insurance billing, and charting.

SHAFA MEDICAL DIAGNOSTIC CENTER, BAKU, AZERBAIJAN, May 2012 – May 2013

LABORATORY PHYSICIAN

- Performed genetic testing, PCR, and other procedures to inform medical diagnostics and treatment.
- Facilitated outpatient consultations to support for patients with/at risk of having genetic disorders.

EDUCATION AND CREDENTIALS

WEB DEVELOPMENT CERTIFICATE, 2019

Harvard Extension School

MEDICAL ASSISTANT CERTIFICATE, ELIGIBLE FOR AMT RMA CERTIFICATION, MAY 2016

Lincoln Tech – Allied Health Division – Somerville, MA

BACHELOR OF SCIENCE (B.S.) IN MEDICINE, 2012

Medical University of Azerbaijan – Baku, Azerbaijan

Residency: 574 hours

Clerkships: Internal Medicine, Radial Diagnostic, General Surgery, Occupational Disease, Surgical Disease, Neurological Diseases, OB/GYN, Infectious Disease, Dermatology, Pediatrics, Ophthalmology, Otolaryngology, Genetics, Dietology

CERTIFICATIONS

- Eligible for AMT RMA
- CPR/First Aid

AWARDS AND HONORS

Rugiyya, if you have anything to add here, feel free. If not, no worries as we can delete this section.

PROFESSIONAL AFFILIATIONS

If you belong to any professional groups, please list them here. If not, no problem.

VOLUNTEERISM

If you've ever donated your time to a cause, please list that here. Again, if not, we'll remove this section.

ADDITIONAL INFORMATION

Languages: English, Russian, Turkish, Azerbaijani

Technical Proficiencies: Microsoft Office, Medisoft/Medicin, eClinicalWorks EMR

Interests: Drawing, photography