

Sara Abouelkheir

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Education and Certificates

Montclair State University, Montclair NJ

May, 2013

Bachelor of Science, Biochemistry

Minor: Biology

Institutional Research Board Members Curriculum

October 2013 - 2016

Collaborative Institutional Training Initiative (CITI)

Conflicts of Interest Curriculum

October 2013 – 2017

Collaborative Institutional Training Initiative (CITI)

Work Experience

Passaic County Community College

September 2013- Present

STEM Innovation & Achievement Grant

Lab Associate

- Ensured compliance with financial aspects of grant's requirements and completion of all financial reports
- Evaluated and analyzed all costs according to budget to ensure work within appropriate deadlines
- Prepared and submitted comprehensive mid-year and annual reports to the Department of Education as required
- Efficiently developed correspondences, memorandums, agendas, minutes, materials for meetings and reports
- Collaborated with staff and faculty members, prepared internal reports and submitted status reports to upper administrators as needed
- Developed evaluation criteria to evaluate progress toward grant's goals and objectives
- Designed questionnaires and other methods to collect and input quantitative data
- Managed capital purchases, directed vendor relations and maintained equipment/supplies tracking records
- Processed travel expense reports, travel arrangement, check requests and petty cash
- Coordinated a Biochemistry Research Project for undergraduate students with Rowan University
- Designed and Implemented a Mentoring program for underprivileged/disadvantaged college and high school students
- Assisted in all other departmental needs and objectives

Passaic County Community College

September 2010-August 2013

STEM Innovation & Achievement Grant

Administrative Assistant

- Maintained inventory of all lab supplies; prepare purchase orders for equipment and supplies
- Designed and produced the grant's communications and marketing materials
- Prepared the grant's 6-month and end of year reports
- Performed filing, data management, drafting and editing office memos
- Assisted with planning and execution of all grant's programs and events
- Administered the college placement test at various high schools
- Worked with Lab Coordinator on the grant's budget providing financial reports and monitoring expenses
- Data collection of the grant's various services and programs
- Coordinated various After School hands-on workshops for the Paterson and Passaic public schools

- districts
- Assisted with all other office administrative duties

Passaic County Community College
STEM Innovation & Achievement Grant
Tutor/Learning Specialist

January 2010-September 2010

- Assisted students in achieving a better understanding in the following subjects: Chemistry, Biology, and Physics
- Provided students with the necessary skills to be able to continue their academic success

Research Experience

Montclair State University
Undergraduate Research, Biochemistry
Under the guidance of Dr. Jim Dyer

January 2012-May 2012

"Isolating, Cloning, and Sequencing of glyceraldehyde-3-phosphate dehydrogenase (GAPDH) enzyme from plants"

- Learned to perform DNA extraction and purification, basic micropipetting, PCR optimization, gel electrophoresis, and restriction enzyme digestion.
- Developed the necessary skills to use cloning vectors, ligation, heat-shock transformation, subculturing, plasmid preparation, and DNA sequencing
- Prepared a final report of the research findings to present at the Annual Research Symposium

Montclair State University
Undergraduate Research, Organic Chemistry
Under the guidance of Dr. Saliya Desilva

September 2010-May 2011

"Fluorescent photoinduced electron transfer sensor for cations with an off-on-off proton switch"

- Conducted several Organic synthesis reactions, hands-on experience using NMR, Rotary Evaporator, pH sensors, & Thin-Layer Chromatography
- Prepared a final report of the research findings to present at the Annual Research Symposium

Skills

- Sound ability to gather and analyze statistical data and generate reports
- Mastery of Microsoft Office programs (Word, Excel, PowerPoint)
- Experience working with statistical software for data analysis
- Ability to work with several operating systems, including Windows, Mac OSX and Linux

**References Available Upon Request