Anass Kabir

## 1600 W Indian Trail 630-862-7903

## Aurora, IL – 60506 akabir@luc.edu

## EDUCATION

## Loyola University Chicago, Chicago, IL

## Bachelor of Science, Biology & Molecular/Cellular Neuroscience | anticipated graduation May 2022

**West Aurora High School,** Aurora, IL

High School Diploma, graduated May 2018

## WORK EXPERIENCE

## Loyola Instructional Technology & Research Support | Chicago, IL

*Classroom Associate* | March 2019 - March 2020, August 2021 - current

* Maintained general support of electronic equipment for classrooms on a college campus
* Developed media content, created documentation, and assisted with trainings for professors and faculty
* Provided how-to technology assistance via in-person, phone, email, and the ITS call logging system

## Innovative Express Care | Downers Grove, IL

*Medical Assistant* | September 2020 – August 2021

* Accurately acquired patient vitals and documented medical visits and procedures performed into medical files for proper maintenance and accuracy
* Performed in-house lab testing rapid COVID-19
* Administered more than 500 COVID-19 vaccines to essential workers
* Demonstrated proficiency in taking medical histories and vital signs
* Implemented quality assurance in complying with HIPAA regulations and improved patient care.
* Performed administrative tasks including scheduling patient appointments and post visit follow ups, answering phone lines, and updating medical records.

## Old Navy Factory Outlet, | Aurora, IL

## *Sales Associate* |May 2018 - May 2019

## Utilized the POS system to process transactions as a main cashier

* Greeted, received and served customers in a welcoming manner

## Organized Men’s section by keeping product sorted and stocked

* Drove sales through engagement of customers, suggestive selling and sharing product knowledge

## Facilitated optimal consumer experience and satisfaction by helping costumers select sizes, colors, and styles of various products while also checking if a certain product was in stock in store or in any nearby affiliates

## EXTRA-CURRICULAR EXPERIENCE

## Rush University Medical Center | Chicago, IL

*Special Services Volunteer* | August 2021 – current

* Assisted and escorted patients throughout a 671-bed hospital, including several buildings
* Maintain patient companionships through frequent visits while providing excellent quality care
* Served patients by answering all their questions and greeted them in a welcoming manner
* Provided limited direct patient care
* Displayed cheerful and compassionate demeanor in order to improve patient mood and satisfaction

## Aurora Area Interfaith Food Pantry, Chicago, IL

## *Volunteer* | May 2014 - current

## Sorted, packages and distributed donated food items to families in need in the local Aurora community

* Organized and led trips to nearby grocery stores to collect food and supply donations
* Implemented strategic thinking and active listening skills in leadership meetings for improving future service events

## 

**Religious Leader,** Various Locations

*Part-time Imam* | July 2014 - current

* Lead many Muslim communities in various states including Illinois, Indiana, Florida, and California during the holy month of Ramadan
* Conducted daily congregational prayers as a part-time leader at the local Fox Valley Muslim Community Center