**Abbas Soufan**

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Curriculum Vitae

**Education and Credentials**

**Bachelor in Biology with specialization in Neurobiology (3.54 GPA),** 2019 – Boston University, College of Arts & Science, Boston, MA

**WORK EXPERIENCES**

UBER TECHNOLOGIES INC, Boston, MA

**Chauffeur,** January 2017- Present

Ensure customer safety and timely arrival to destination, enhancing customer satisfaction.

* Accomplished 8K+ safe and successful trips in span of 2.5 years.

BABA’S PIZZA RESTAURANT, North Andover, MA

**Restaurant Waiter,** October 2019 to February 2020

* Greeted and assisted guests on a regular basis
* Placed food orders with kitchen and delivered food to guest tables.
* Operated cash register and credit card machine to process guest payments.

C&C AUTO, North Andover, MA

**Office coordinator**, April 2019 to October 2019

Organized and coordinated office operations and procedures to ensure efficiency of overall operations. Operated telephone switchboard, answered phone calls and scheduled appointments.

* Provided accurate information tailored to the job.
* Effective time management and multi-tasking in responding to various requests.
* Promoted teamwork at all times and monitored staff through periodic evaluations.

KASSAB TRANSPORTATION & TRANSLATION SERVICES, Boston, MA

**Service provider**, January 2017 to February 2019

Assisted and provided services including translation, transportation, and document fill-out assistance to Middle-Eastern foreigners, new in Massachusetts.

Services include:

* Immigration visa and Transportation to hospitals with client-tailored translation.

C&C AUTO, North Andover, MA

**Non-Commercial Motor Vehicle Inspector,** July 2015 to May 2018

Certified licensed technician by the state of Massachusetts. Completed training course in automotive inspections. These qualifications allow me to inspect non-commercial vehicles and perform both safety and various emission tests required by the state.

* Completed inspection of arriving vehicles for damage, interior, tires, frame, and mechanical components, ensuring vehicle met program standards, as defined by contract.
* Performed additional job-related duties as directed by supervisor.

**Professional Experience**

Private

**Tutor in Stem Courses & Arabic,** Oct 2018 to Jan 2020

**Demonstrated strategies to create appropriate student-centered tutoring plans. Assisted students with development of variety of strategies including: right study habits, note-taking, test-taking, and time management skills.** Employed necessary and appropriate instructional methods and materials **for Arabic learning students.**

* **Delivered feedback utilizing positive reinforcement techniques to boost students’ confidence.**

Family Dental Care, West Roxbury, MA

**Dental Intern,** June 2019 to Aug 2019

**Oversaw front and back office tasks including greeting patients, documenting medical status, and verifying insurances. Scheduled initial and return appointments according to established guidelines.**

* **Assured sterilization of all dental instruments prior to use on patients.**
* **Learned new dental techniques including teeth polishing, fluoride treatment, charting dental/medical status of patients, handling dental hand pieces, and correct sitting posture to avoid physical pain.**

Hassey Dental Associates PC, Methuen, MA.

**Dental Volunteer,** June to July 2018

**Observed and gained experience in patient intake procedures, chartroom, and billing. Assisted with instrument’s distribution and dental duties on various stations. Communicated over phone with patients for appointments scheduling and other tasks, ensuring accuracy.**

**BOSTON UNIVERSITY Boston, MA**

**Physics learning Assistant in Physics, January to May 2018**

**Lead a weekly office hour dedicated to help students. Assisted with class management and with instructor when required.**

**LEBANESE- ITALIAN HOSPITAL, Tyre, Lebanon**

**Inpatient/Clinic Volunteer**, June 2017

**Created a welcoming atmosphere at main entrance by greeting patients on arrival.**

* Provided assistance in transporting patients and provided guidance on hospital directions.
* Offered support to hospital staff, nurses, and emergency center.

Vera Dental Clinc | Darwish Clinic, Jwaya, Lebanon

**Dental Volunteer,** Aug | June 2017

**Provided support as a dental assistant by administering back office, organizing and ensuring proper sterilization of dental instruments. Guaranteed delivery of best possible care for patients. Conducted initial examination, charted patient’s dental status, discussed recommendations, and brushing techniques. Provided on-call responsibilities consistent with patient needs.**

* **Acted as back office assistant, learning various dental procedures and X-rays, dental terminologies, and instrument names.**

COMMUNITY SERVICE VOLUNTEER, Jwaya, Lebanon

**Lead Volunteer**, June 2017

Coordinated with Jwaya town hall to clean up the village and tackle waste management. Lead a team to setup a fundraiser to help people in my community at lowest risk. This was done in coordination with Jwaya town hall.

NORTHERN ESSEX COMMUNITY COLLEGE, Haverhill, MA

**STEM Peer Mentor,** Feb to May 2015

**Served as a role model working one-on-one with new students at NECC. Facilitated individual and small group meetings for providing personal academic support. Explained and applied policies, procedures, and practices to students for assistance in creating** **academic/personal plans. Managed and scheduled all special events and activities both on and off campus. Exercised judgment, established and maintained harmonious working relationships between students and faculty.**

* **Educated individuals with academic, social, and life skills for better chance at success on site and in the community.**

Northern Essex Community College, Haverhill, MA

**Chemistry Learning Assistant in Intro Chemistry 1,** Oct 2014 to Dec 2014

**Elevated freshmen’s knowledge of available on-campus resources and provided effective support required to overcome challenges faced in Introductory General Chemistry 1 course.**

* **Offered availability during weekly office hours assisting students in understanding challenging material.**

**Awards**

* **Massachusetts Department of Higher Education Scholarship (2015-2019)**
* **High School Senior Essay Featured in The Blue and White Newspaper of Methuen (2014)**
* **NECC Foundation, Inc. Scholarship (2014)**
* **Dean’s Honor List from Northern Essex community College (2 Semesters)**
* **Dean’s Honor List from Boston University (3 Semesters)**

**Memberships & Affiliations**

* **Phi Theta Kappa Honor Society**
* **Pre-dental Society (PDS) at Boston University**
* **Boston University Lebanese Club**
* **National Society of Collegiate Scholars, Boston University Chapter**

**Skills**

Technical Proficiency: Microsoft Office Suite (Word, Excel, PowerPoint, etc.)

Languages: **Arabic, English**: *Fluent*

General Lab Techniques:

* ***Biology****:* Proficient in working with lab equipment and conducting various lab techniques including, but not limited to: Gel Electrophoresis, Restriction Digests, Cloning, Forensic DNA Fingerprinting, Bacterial Transformation, and Microscope/Spectroscopy/Micropipette analysis skills throughout the completion of undergraduate biology laboratory courses.
* ***Chemistry****:* Proficient in working with lab equipment and conducting various lab techniques including, but not limited to: Extraction, Refluxing, Recrystallization, IR/NMR graph analysis, Chromatography, and Simple/Fractional Distillation throughout the completion of undergraduate chemistry laboratory courses.