Abbas Soufan

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# Education

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| **Boston University - College of Arts and Sciences** |

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| Bachelor of Arts January, 2019 |
| Biology with a Specialization in Neurobiology, GPA: 3.6 |

# Experience

Non-Commercial Motor Vehicle Inspector at C&C Auto, North Andover, MA

July 2015- May 2018

* Completed certification training and obtained Massachusetts vehicle inspector license. Performed inspections on hundreds of vehicles to insure safety and emission pass.

C&C Auto Office coordinator, North Andover MA

March 2019-Oct 2019

* Committed to delivering and coordinating office work at C&C auto. Answer phone calls, take appointments and asses overall work progress

Baba’s Pizza Restaurant, North Andover, MA

Oct 2019-Feb 2020

* Oversee employee work. Answer phone calls and complete restaurant procedure, manage deposits.

Uber Driver Part time Job

January 2017- Present

* Ensured that customer arrived safely and timely to their destination while creating customer satisfaction.

# Kassab transportation and translation services, Boston, MA

# January 2017- Feb 2019

# Helped provide services for foreigners and people new this country. Helped them with services at hospitals and in general. These services included transportation, translation, documents and form fill out assistance.

# Dental/ Medical Experience

Community Service Volunteer at Darwish Clinic, Tyre, Lebanon June 2017

* Committed to delivering high-quality primary care to patients
* Served as a dental assistant, organized and performed sterilization of instruments. Back office manager.
* Shadowed different dental procedures and learned taking X-rays, the dental terminology, the name of the instruments, and understanding the patient’s needs and coming up with the solution.

Community Service Volunteer atVera Dental Clinc, Jwaya, Lebanon

August 2017

* Shadowed Dr. Vera in her office to come in touch with the real world of dentistry and reaffirm my passion for this career path
* Managed the back office and sterilizing dental instruments
* Conducted initial examination consisted of charting the patient’s dental status, discussing diet recommendations, and brushing techniques.
* Created a friendly environment

Community Service Volunteer at Lebanese - Italian Hospital, Tyre, Lebanon

June 2018

* Created a welcoming atmosphere at main entrance. Assist patients and families at time of discharge. Prepared material at special events and help maintain a safe, clean environment.

Community Service Volunteer atHassey Dental Associates PC, Methuen, MA July 2018

* Helped out with the instrument’s distribution and dental assisting in different stations
* Gained experience in patient intake, chartroom and billing, sterilization
* Communicated with patients, answered phone calls, scheduled appointments and performed various tasks,

Dental Intern at Family Dental Care, West Roxbury, MA June 2019 – August 2019

* Held front office and back office tasks: documenting the patients’ medical status, verifying the insurances, scheduling appointments, greeting the patients, sterilizing the dental instruments.

# Leadership Experience

STEM Peer Mentor at Northern Essex Community College, Haverhill, MA February 2015-May 2015

* Serve as a role model for new students at NECC.
* Meet with students individually or in small groups to provide personal academic support
* Helped students create academic/personal plans to contact outside of class
* lead students in class activities and help coordinate out of class activities
* Help promote and develop positive relationships between students, faculty, and staff.
* Educate new students about social, academic, and personal skills to increase their chances for academic and personal success at NECC and beyond
* Assisting students with study habits, Time management, organization skills, work /life balance, peer pressure and transitioning college life

Community Service volunteering Jwaya, Lebanon

June 2017

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

Chemistry Teaching Assistant in Intro Chemistry 1 at Northern Essex Community College Oct 2014- Dec 2014

* Enhance freshmen’s knowledge of available campus resources, adjust to the new academic environment, and overcome the challenges being faced in an Introductory General Chemistry 1 course.
* Provide weekly office hours and help students in material that are challenging.

Physics Teaching Assistant in Elementary Physics 2 at Boston University

September 2018

* Helped fellow peers understand physics by holding office hours
* Developed teaching skills.

Private Tutor in STEM Courses and Arabic October 2018 – January 2020

* Identify and develop intervention strategies, tutoring plans for students
* Provide feedback to students using positive reinforcement techniques to build confidence in students
* Teach right study habits, note-taking and test-taking strategies, as well as time management skills.
* Provide help for students learning Arabic

# Honor Awards & Scholarships

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

# Memberships & Affiliations

* Phi Theta Kappa Honor Society May 2015
* Pre-dental Society (PDS) at Boston University
* Boston University Lebanese Club.
* National Society of Collegiate Scholars, Boston University Chapter January 2016

# Skills

Administrative skills: proficient in commonly used computer programs including Microsoft Office, Suite (Word, Excel, PowerPoint, etc.), PC, Internet Explorer, and Google Chrome

Language: Fluent writing, reading, and speaking in Arabic and English

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 the 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 the undergraduate chemistry laboratory courses