

# Habib Maksoud

## Medical Scribe At Huntington Orthopedic Institute

Knowledgeable Medical Scribe successful at operating in fast-paced, high-volume environments. Physically fit, active and energetic team player with a flexible and resourceful approach. Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals. Effectively promotes products and increases revenue by connecting with customers and recommending target offerings. Organized, adaptable and knowledgeable about preparing displays, merchandising shelves and assisting customers. Drive customer loyalty by providing friendly and skilled support.

## Work History

2022-07 -  
Current

### Medical Scribe

*Huntington Orthopedics, Pasadena, CA*

- Used Exscribe to input information into computerized patient record system.
- Stayed on top of current patient loads to facilitate efficient and organized workflow.
- Accompanied physicians through day in fast-paced, stressful environments.
- Applied charges and updated patient records by using Exscribe and ICD-10.
- Attended patient appointments and wrote narrative account of events using proper abbreviations, grammar and spelling.

2022-06 -  
Current

### Sales Associate

*SADDAD AAA INC., Tujunga, CA*

- Provided friendly service and assistance to clients to promote customer loyalty, satisfaction and sales. Assistance to hundreds of customers per day.
- Furthered business operations by creating accounts with third party delivery devices
- Performed check and credit card transactions with excellent accuracy levels.
- Produce employee schedule and configure payrolls
- Increased sales by bringing in new inventory pertaining to niche groups

2022-06 -  
2022-08

### Business Development Associate

*Burbank Deli & Market, Burbank, CA*

- Negotiated and closed long-term agreements with new clients in assigned territory.
- Developed and implemented favorable pricing structures balancing firm objectives against customer targets.
- Coordinated innovative strategies to accomplish marketing objectives and boost long-term profitability.

2018-06 -  
2018-07

### Clinical Observer

*Antelope Valley Hospital, Lancaster, CA*

- Shadowed Medical professionals, watching work and making observations about tasks
- Specifically shadowed Dr. Ziad Eskandar of Internal Medicine
- Pursued all opportunities for learning by attending procedures, treatments and examinations.
- Asked insightful questions to gain deep understanding of Internal Medicine work.

2017-02 -  
2017-11

### Volunteer

*Providence St. Joseph's Medical Center, Burbank, CA*

- Neuro & Telemetry department
- Complied with HIPAA standards to confidentially maintain patient medical information.
- Disinfected tools, equipment and surfaces between patients.
- Transported patients and helped with discharge procedures.
- Restocked supplies and filed paperwork to satisfy department leadership requests.
- Developed strong communication skills to convey messages to personnel

## Education

2020-09 -  
2022-06

### Bachelor of Science: Neuroscience

*University of California, Santa Cruz - Santa Cruz, CA*

- Member of Orthodox Christian Fellowship
- Member of UCSC's SWANA group

### No Degree: Biology

*Pasadena City College - Pasadena, CA*

March 2019-April 2019

### No Degree : Biology

*Glendale Community College - Glendale, CA*

2017-07 -  
2020-04

## Contact

### Address

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### Phone

818-337-9688

### E-mail

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## Skills

CUSTOMER ASSISTANCE  
CRITICAL THINKING & PROBLEM SOLVING  
DECISION MAKING  
PERFORMANCE IMPROVEMENTS  
ORGANIZATION  
MICROSOFT WORD & EXCEL  
TIME MANAGEMENT  
Order initiation  
ICD-10 (International Classification of Disease Systems)  
EMR / EHR  
Patient history understanding  
Cash Handling  
Store opening and closing  
Stocking and replenishing  
Teamwork and Collaboration  
BLS CERTIFIED

2013-08 -  
2017-05

• Transferred to UC Santa Cruz in the fall of 2020

**High School Diploma**

*Burbank High School - Burbank, CA*