**Shazia Sohrawardy**

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| **EDUCATION** | | |
| **Philadelphia College of Osteopathic Medicine**   * Doctor of Osteopathic Medicine, *2017* * Expected CPR Certification by *June* *2014*   **Drexel University College of Medicine**   * Certificate in Biomedical Sciences (Masters Level), *2012*   **State University of New York at Geneseo**   * Bachelor of Science in Biology (Premedical), *2009* |  | |
| **MEDICALLY-RELATED WORK EXPERIENCE** | | | |
| *Pediatric Anesthesiology Assistant*, **Columbia University Medical Center**   * Assisted anesthesiology team in administration and preparation of IVs and maintained surgical rooms * Served as on-call assistant to Anesthesiologists during surgery, provided necessary IVs, intubation equipment, syringes and other operating tools * Handled patient issues and served as liaison to families * Coordinated resident schedules, organized supplies office and answered phone calls * Created and planned monthly decorative and team building exercises in pediatric ward   *Team Advisor,* **National Student Leadership Conference**   * Served as mentor and advisor for leadership/communication in medicine and healthcare to groups of 15 high school students per session * Created and directed all student activities, with focus on psychosocial awareness of public health issues * Structured new tactics for performance analysis and feedback efficiency with management office * Assisted director of program with schedule management, communicated with guest lecturers and coordinated visits to museums and medical school | | *9/2009 – 1/2010*  *New York, NY*  *6/2008 – 8/2009*  *College Park, MD* | |
| **WORK EXPERIENCE** | | | |
| *Office Manager,* **Slow Food USA**   * Worked as part of this not-for-profit team in sustainable agriculture and food policy * Coordinated events with restaurants, farms and suppliers to promote healthy eating * Collaborated with local food producers about education and improvement in food quality   *Library Associate,* **Drexel University College of Medicine**   * Dealt with new and existing customers, library loans and concerns * Managed organization of books and literary articles within database system * Provided technical and reference assistance to patrons and handled interlibrary requests * Implemented efficient method for lost and found, based on patron complaints   *Assistant to Sales Team and Client Events Coordinator*, **Intercontinental Exchange**   * Designed, organized, budgeted and oversaw events for large-scale clients * Assisted in corresponding with clients regarding usage, feedback and presentations * Coordinated all legal correspondence with new and existing clients * Managed database, created and analyzed client data using Microsoft Excel/Powerpoint * Handled all travel arrangements and ticket requests for large sales and finance teams * Served as secondary executive assistant to CEO, COO and management team   *Professor’s Assistant/Editor,* **State University of New York at Geneseo**   * Served as editor and content analyst for research papers, literary articles and field reports * Coordinated professor’s schedule, off-campus conferences and meetings * Created and tutored laboratory activities for School of Business classes * Served as researcher and curator of support information for biology research directives * Assisted professors with grading papers and quizzes, managed inventory and answered student concerns | | *02/2013 – 06/2013 Brooklyn, NY*  *12/2011 – 5/2012*  *Philadelphia, PA*  *3/2010 – 4/2011*  *New York, NY*  *9/2005 – 5/2009*  *Geneseo, NY* | |
| **VOLUNTEER/CO-CURRICULAR ACTIVITIES** | |  | |
| **Philadelphia College of Osteopathic Medicine**  *DO Council Representative, Senate Representative, Vice-President of PCOM Without Borders, Head Scribe*  **New York Hospital Queens,** *Volunteer, Nurse’s Assistant*  **SUNY Geneseo South Asian Organization,** *President*  **University Theatre,** *Actress*  **HIV/AIDS Clinic in Costa Rica,** *International Volunteer through Cross-Cultural Solutions*  **Habitat for Humanity,** *Founder and Secretary of Club at SUNY Geneseo, Community Builder in Bronx, NY*  **SUNY Geneseo Health Clinic,** *Volunteer, Sexual Awareness Advisor*  **SUNY Geneseo Bhangra/Hip-Hop Dance Teams,** *Dancer, Choreographer*  **SUNY Research Biology Department,** *Researcher in Schistosomiasis* | |  | |