

Shadi Anneh Mohammad Zadeh

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HIGHLIGHTS OF SKILLS

- Skilled in managing the admissions department, medical documentation, and medical records archiving.
- Experienced in the field of Health Information Technology.
- Ability to code diseases based on ICD-10
- Knowledge of medical terminology and data entry.
- Experienced in introducing and presenting products and services.
- Familiar with Microsoft Office suite, including Word, Excel, Teams and Outlook
- Experienced in working with patients, visitors, and their companions, with knowledge of patient rights and confidentiality of their information.

WORK EXPERIENCE

Volunteer, Strathcona Place Society, Edmonton AB **Nov 2025 – Present**

- Assisted with charity fundraisers by attending administrative meetings and supporting event coordination
- Helped organize and setup the Christmas bakery sale event, assisting customers and managing displays
- Maintained cleanliness of service and common areas to ensure a welcoming environment
- Sorted, organized, and categorized donated items to support efficient inventory management

Head of Medical Records Department, Pouya Infertility Treatment Clinic, Iran **1998 – 2024**

- Developed internal clinic policies and guidelines.
- Digitized all medical records by scanning, categorizing, and converting physical files into electronic format.
- Designed standard procedures for record retention periods, storage conditions, and physical file disposal; communicated requirements to clinic management.
- Prepared surgical and anesthesia consent forms in compliance with medical law and ethics.
- Guided and advised patients on selecting appropriate treatment options based on physical, age-related, and financial considerations.
- Organized seminars, workshops, and medical exhibitions.
- Collaborated with the University of Medical Sciences on screening and verifying donor eligibility for oocytes, embryos, and sperm.
- Contributed to the preparation of educational and promotional brochures, pamphlets, and posters.
- Managed physicians' offices, scheduling, appointment booking, and prioritization of surgical cases.

Sales Representative, SO-Safe Water Purification Systems, Iran **2002 – 2004**

- Presented and promoted water-purification systems at national exhibitions.
- Recruited trained staff for installation and setup of home and industrial units.
- Provided customer support and managed after-sales service operations.

Clerk, Kidney Stone Lithotripsy, Shafa Hospital, Iran **1997 – 1998**

- Booked appointments for x-ray exams and blood tests
- Answered inquiries in person and via phone.
- Maintained and resupplied office supplies when necessary
- Informed patients on digestive and fasting prerequisites for kidney stones related blood tests and x-rays

EDUCATION & CERTIFICATIONS

Bachelor's Degree in Health Information Management, Shiraz University of Medical Sciences/IRAN **1988-1994**

Analyzing customer behavior and effective communication.

Quality management system audits (ISO 9001:2008)

Research on children's rights in third-party assisted reproduction.