

Professional Summary

Detail-oriented and compassionate Medical Assistant with 3 years of experience. Proven expertise in clinical support and administration, ensuring efficient medical office operations. Proficient in vital sign measurements, preventative care, appointment scheduling, insurance concerns, and electronic health record maintenance. Committed to upholding ethical standards and patient confidentiality. Bachelor's degree in Health Science complemented by a deep understanding of the healthcare system, nutrition, substance abuse, fitness, disease prevention, and healthcare management principles. Ready to apply skills in a fast-paced environment, collaborating seamlessly with healthcare professionals for optimal patient care and operational efficiency.

Patient Centered Care | Administering Immunizations/Medications | Operating EKG Equipment | Fitness Assessment | Epidemiological Modeling | HIPAA/OSHA Regulations | Project Designing | Laboratory Testing | Electronic Medical Records System | Basic Life Support (CPR and AED) Certified | Microsoft Office, Google Applications | Arabic (Fluent Speaker)

Education

Bachelor of Science in Health, Physical Education, and Exercise Science

Concentration: Health Science, Minors: Chemistry and Biology
Virginia Commonwealth University

May 2022

GPA 3.6

Certifications

Certification of Global Education and Certification of Peace Corps, VCU Globe
Foundations of Project Management, Google Coursera

May 2021

August 2022

Experience

Medical Assistant, INOVA Primary Care Clinic

August 2022 - Present

- Drove patient care and administrative tasks by efficiently reviewing histories, conducting assessments, administering treatments, communicating lab results, addressing insurance/pharmacy issues, and scheduling appointments, to establish a streamlined and patient-centric approach.
- Proactively managed urgent patient needs through triage, providing efficient and accurate guidance on treatment options.
- Achieved notable results in enhancing overall patient satisfaction by optimizing workflows, maintaining 98% accuracy in medical histories, minimizing insurance claim rejections by 35% through successful prior authorizations, implementing patient education initiatives for a 25% increase in understanding, and reducing wait times by 20%.

Care Support Assistant, VCU Health

October 2021 - July 2022

- Implemented and maintained efficient PPE protocols, reducing disease exposure risks by 35%
- Facilitated ICU care by promptly providing essential supplies and aiding nursing staff
- Improved emergency room operations through assisting patients and ensuring timely lab transfers throughout the hospital, enhancing overall workflow efficiency.

Math Teacher Assistant, VCU Math Exchange

August 2019 - January 2020

- Teaching and answer student questions related to pre-calculus concepts
- Supporting over 50 students per shift, leading small group lessons for 15-20 students and individualized student support

Internships

Virginia Department of Health- Early Hearing Detection and Intervention Program, with Deepali Sanghani

January - May 2022

- Actively participated in stakeholder, project management, weekly outline, and team meetings to contribute valuable insights and foster collaborative efforts.
- Executed diverse projects aligned with the EHDI agenda from both a parenting and provider perspective. Projects encompassed script editing, website resource updates, graph creation, dataset development, and the design of prenatal brochures.
- Demonstrated a proficient ability to identify and assess health-related information sources, calculate critical epidemiological measures, and employ analytical techniques within the realm of public health.

Onyx Elite, with Cory Broadnax

August 2021- December 2021

- Organizing staff schedules and bulletin board
- Help creating exercise prescriptions utilizing principles related to strength, flexibility, aerobic, and anaerobic training programs for trainees and athletes then implementing them in their physical sessions

Shadowing Experience

Mid-Michigan Gastroenterology Associates, with Dr. Mamoon Elbedawi

May- August 2021

- Enhanced procedural efficiency by actively observing and assisting in colonoscopies, endoscopies, and biopsies.
- Played a key role in patient care by managing and scribing office visits, demonstrating a comprehensive understanding of how various diseases impact the gastrointestinal tract.

Professional Organizations

- HPEX Mentor, 2021-2022
- United2Heal, 2019-2022
- Sudanese Student Association President, 2021-2022
- VCU English Language Program Tutor, 2019-2021