**Roaa Shalabi**

• Manhattan, NY• (631)-507-0174 •Roaa.Shalabi28@gmail.com•

**EDUCATION**

**CUNY Borough of Manhattan Community College,** New York, NY

Major: Associates in Arts: **Liberal Arts and Sciences**

Expected Date of Graduation: **Fall 2024**

**PROFESSIONAL EXPERIENCE**

**Lenox Hill Radiology** September 2020 to October 2022

Brooklyn, NY

Patient Service Representative

•Greeted and registered patients in a friendly and service-oriented manner

•Coordinated with the back-office staff for timely and effective care of patients

•Answered and transferred all incoming and outgoing phone calls

**MONAT**

**Affiliate marketer** September 2020 to October 2022

• Helped customers with their hair transformation journey along with finding the most suitable skincare products for them

•Coordinated with teams to help personal growth

•Answered to emails and direct messages on my social media platforms

• Experience in photography and videography

**Belle Harbor Drugs Pharmacy** June 2015 to August 2015

Queens, NY

Pharmacy Technician

•Assisted with packing and prescribing new and current patient’sprescriptions

•Maintained a safe and clean pharmacy by complying with procedures, rules, and regulation

•Prepared daily and monthly reports by collecting and summarizing information

**Rockaway Collegiate High School** June 2018 to September 2018

Queens, NY

Student Office Assistant

•Responded to the high schools main email inbox and phone call inquiries throughout shift

•Helped and assisted with enrolling new students for the upcoming fiscal school year

•Worked and assisted with the main office functions during summer and school year hours

**LANGUAGE SKILLS**

Fluent in English and Arabic and written in English

**COMPUTER SKILLS**

• Working knowledge of Microsoft Word, Excel, PowerPoint, and Outlook

• Understanding of social media platforms including Facebook, Twitter, Instagram, and LinkedIn

• Proficient in Canva and Cap Cut editing skill