

**SUMMARY**

Dedicated and self-motivated professional with more than five years experience in medical practice.

**WORK EXPERIENCE**

**Skin Care and Laser Physicians of Beverly Hills, Beverly Hills, CA** November 2013 - Present

Back Office Manager

- Prepare doctors for medical and cosmetic procedures and assist them with operations and protocols.
- Supervise and train back office staff in all appropriate procedures and processes.
- Manage inventory of medical supplies/equipment and maintain medical records of all patients.
- Coordinate patient schedules and relay pathologies.
- Conduct data entry and assist in blind studies for cosmetic injectables

**The Dermatology Center at Ladera, Ladera Ranch, CA** May 2012 - October 2013

Medical Back Office Assistant

- Obtain patient histories and vitals and perform medical transcription and charting.
- Prepare doctors for medical and cosmetic procedures and assist them with operations and protocols.
- Conduct independent procedures including photodynamic therapy, chemical peels, suture removals, biologic injections and sterile tray set up.
- Maintain all medical records of current and potential patients.

**Dr. Zain Kadri MD, FASC Inc., Irvine, CA** June 2010 - January 2012

Medical Assistant/Office Assistant

- Obtain patient histories and vitals and maintain records of current and potential patients.
- Prepare doctors for medical and cosmetic procedures and assist with operations and protocols.
- Manage inventory of medical supplies and equipment.
- Coordinate consultations, procedures, and scheduling, including travel.

**COMMUNITY ENGAGEMENT**

**Volunteer for Seacrest Studios, Children's Hospital of Orange, Orange, CA** May 2012 - October 2014

Participant in hospital radio program broadcast throughout the facility. Interacted on air and in studio with patients and assisted with special events hosted by Seacrest Studios and/or CHOC hospital.

**Internship, CSU Fullerton Center for Internship and Community Engagement** January 2012 - March 2012

Worked in the Santa Ana office of Dr. Huey C. Lin MD, Santa Ana, to gain a comprehensive understanding of all aspects of a well-run medical office.

**Eta Sigma Gamma Delta Rho Chapter** 2010 - 2012

Executive Board Member of National Honor Society

**HONORS AND AWARDS**

- Guardian Scholars Scholarship
- Dean's list in 2010
- Marie Scott Science Scholarship
- Community Engagement Medal
- Dean's list in 2012
- Women in Science Scholarship

**EDUCATION**

**California State University Fullerton** May 2012

Bachelor of Science, Health Science: Emphasis in Health Promotion and Disease Prevention

*Certifications:* Regional Occupational Program (ROP), specializing in careers with children; American Heart Association: BLS for healthcare providers; Certified Health Education Specialist-NCHEC.