# Education

## Kingsborough Community College, Brooklyn, New York June 2019

Associates Degree **GPA: 3.2**

Liberal Arts

# Achievements: October 2017 – March 2019

# EKG and Phlebotomy Certification – New York Medical Career Training Center

# Cardiopulmonary Resuscitation (CPR)

# Internship/Volunteer

Intern/Medical Assistant – Utica Medical Center October 2017 - November 2017

Assisting the physician with medical procedures including: EKG, phlebotomy, checking vitals, scheduling appointments, assisting allergy tests and etc.

# Other Experience:

Gracefully, New York NY December 2013 – May 2015 AAA Cash and Carry February 2016 – December 2018

**Cahier –**

* Proven ability to operate cash register and manage drawer.
* Accepting paymentand assist customers by providing information and resolving there complains.

# AL Noor Driving School, Brooklyn, New York August 2010 – September 2013

**Receptionist -**

* Holding customers as highest priority, ensuring customers satisfaction.
* Scheduled appointment and maintain and update appointment calendars.
* Handle all phone calls and the client to provide them best service.
* Resolved complaints from customer or the public.

# Maaz Pharmacy, Brooklyn, New York April 2010

* Worked with pharmacy technician to get experience about the medicine and ordering system.
* Learn the difference between generic and brand medicine.

# Activities:

Member of Leadership- Kingsborough College

# Skills/ Interest:

Microsoft Office (Word, Powerpoint, Excel), Google Docs, Keynote