

Zainab Hashmi

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Objective: To apply my research, administrative, and problem-solving skills in a human-centered research position

Work Experience

- **AccentCare: Covid-19 Contact Center HR Specialist** Sep 2022 - Jan 2023
Oct 2021 - Mar 2022
 - Developed and implemented Covid-19 safety protocols for contact tracing and employee exposure management
 - Created religious and medical accommodations for employees afflicted with Covid-19
 - Managed vaccination records and patient information to facilitate effective data tracking
 - Collaborated with epidemiologists to ensure effective implementation of safety measures
- **Tenet Healthcare: Leave of Absence Coordinator** Apr 2022 - Sep 2022
 - Developed and implemented Leave of Absence (LOA) and Americans with Disabilities Act (ADA) cases for employees
 - Collaborated with HR representatives to assess employees' health and work status
 - Drafted accommodation approval and extension letters for legal review and processing
- **Medasource: Covid-19 Case Investigator** Dec 2020 - Apr 2021
 - Worked with the Texas Department of State Health Services to identify and contact patients affected with Covid-19, to provide isolation instructions and assistance on an individual basis
 - Developed contact tracing criteria and detailed methodology for large scale data collection and analysis
 - Conducted qualitative and quantitative research to enhance overall employee experience and well-being
- **Renner Pediatrics and Children's Healthcare: Medical Assistant** Dec 2017 - Mar 2020
 - Managed patient appointments, referral coordination, medical billing, and patient records using eClinicalWorks, in order to facilitate effective communication between doctors and patients
 - Performed a wide variety of medical tasks, including collecting patient vitals, assisting in administering vaccines, ordering laboratory tests, and processing prescriptions
- **National Kidney Foundation: Community Outreach Coordinator Intern** Aug 2016 - Dec 2016
 - Conducted kidney disease awareness campaigns and seminars at senior centers and schools within the Dallas and Austin areas
 - Coordinated community outreach events that screened college students for kidney disease using blood/urine tests and BMI ratio analysis at UT Austin and El Centro College

Projects

- **The Circuit: Co-Founder and Instructor** Sep 2018 - Nov 2020
 - Co-founded and managed a female-centric gym with group fitness classes, crafting tailored programs to empower women in reaching their fitness goals
 - Managed client relationships, resulting in high client satisfaction and retention rates

Education

- **Texas Woman's University** Dec 2016
 - Bachelor of Science in Public Health (BSPH)
Honors: Phi Theta Kappa

Additional Skills

- Clinical Research, Human Resources Management (HRMS/HRIS), eClinicalWorks, and Availity
- **Certificates:** Covid-19 Contact Tracing (Johns Hopkins University)
- **Foreign Languages:** Arabic (conversational, reading, writing) and Urdu (conversational)
- **Interests:** Dietetics, Nutrition, Crocheting, Tap Dancing, Tae Kwon Do, Ukulele, and Pilates