**Tarawat Mohammad-Azim**

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**Education**

**University City High School**  June 2013

*Diploma with Academic Distinction*

**San Diego State University** May 2018

*Bachelor of Science in Applied Arts & Sciences: Chemistry emphasis in Biochemistry*

**Skills**

* Teaching experience, academic and religious
* Creating flyers
* Mail Chimp experience
* Administration
* Tutoring
* Non-profit experience
* Fluent in Dari and Russian
* Microsoft Office proficient
* Excellent computer skills
* Handle of Investigational Products
* Consent human research subjects
* Complete human research subject documents
* Unblinded/Blinded study procedure and design
* PCR, STR
* Experimental design and methods
* Interpersonal skills and the ability to work in large inter-departmental group
* Patient care
* How to take vital signs
* Prepare injections
* Software data entry
* Clinical research experience
* Oncology experience
* Alzheimer’s experience
* COVID-19 study experience
* Data analysis and presentation
* Electronic Data Capture

**Professional Experience**

**Proactive Wellness** January 2022- Present

*Patient Care Associate*

**A Continuous Charity** May 2020- January 2022

*Human Resource and Volunteer Ambassador, part-time*

* Excellent use of Google sheets and other google related platforms
* Familiar with MailChimp, and all social media platforms
* Some accounting experience by using Auto Pal and QuickBooks
* Recruiting and coordinating orientation via online and in-person
* Supporting volunteers across chapters in different states
* Created flyers for events
* Use of WhatsApp to communicate with volunteers across chapters in different states
* Directly reported matters to the executive director
* Created PowerPoint slides with performance metrics
* Created questionnaires to receive feedback and additional information
* Created employee, volunteer, and student contracts via SignNow

**Anaheim Clinical Research** June 2021-August 2021

*Medical Assistant*

* Healthy humans clinical research
* Medical screening which included vital signs, heigh, weight, urine sample, and EKG
* Prepared participants charts
* Organize studies
* Created labels for important documents for studies and participants alike
* Covid-19 test
* Scheduled participants for mammogram, TVU, and ultrasound
* One on one interaction with research participants
* Created appointment for research participants
* Screened medical records
* Prepared blood collection tubes for phlebotomist

**Marvel Clinical Research** December 2020- March 2021

*Clinical Research Coordinator*

* Clinical research
* Unblinded CRC for AstraZeneca COVID-19 research study
* Prepared placebo or antibodies injections for AstraZeneca COVID-19 study
* Handled AztraZeneca COVID-19 Investigational products
* Successfully recruited 380 participants for AztraZeneca COVID-19 research study
* Familiar with RealTime
* Manage and organize studies
* Collected participant confidential information and EDC
* ERT and IRT familiar
* Organize documentations for principal investigators
* Familiar with Covance lab materials
* Scheduled participants for mammogram, TVU, and ultrasound
* Consented participants for several different studies
* Completed given task with deadlines
* Work on Microsoft Office software for long period of time
* One on one interaction with research participants
* Familiar with FDA MedWatch paperwork
* Collected and performed vitals, EKG, temperature monitoring, consultation with research participants
* Assisted principal investigators during endometrial biopsy exams for Astellas study
* Handled regulatory binders and pharmacy binders for several different studies
* Completed questionnaires with research participants
* Abstracted medical records
* Collected medical history, con medication, and adverse events. Executed appropriate standard clinical practice.
* Ordered lab materials and organized study material and procedures
* Familiar with Pfizer, Sun Pharma, Astellas Pharma, Abbvie, Allergan, Estetra, Incyte study protocols and procedures
* Organized and executed pharmacy related information for investigational products
* Worked with Florence online data capture/binder
* Coordinated with site monitors and answer any of their questions

**Saint Francis Medical Center, ED** January 2020- December 2020

*Emergency Medical Scribe*

* Work closely with physicians and health care providers to obtain real time charting information for patients during medical examination.
* Retrieving medical records
* Memorized 500 medical terminology and abbreviations
* Documenting the results of diagnostic tests, EKG, chest X-ray, and lab results
* Preparing discharge instructions for physicians and patients
* Maintained the flow of the emergency department

**Al-Ilm Educational Institute** December 2019-May 2020

*Teacher*

* Teacher for 4th - 8th grade social studies and science
* Prepared and administered regular assignments, homework, and test for small class sizes (4th-8thgraders)
* Created lesson plans according to school policy
* Organized the parent and teacher conference
* Provided extra support for after school programs

**University of Southern California** September 2019- November 2019

*Clinical Research Coordinator*

* Clinical research
* Familiar with RedCap
* Manage and organize studies
* Provide information to participants with Alzheimer and dementia disease
* Studied brain lipoproteins
* Organize documentations for physicians and research coordinators
* Complete given task with deadlines
* Work on Microsoft Office software for long period of time
* Utilize online programs to reach out to research participants
* Assisted in lab with centrifugation of blood and saliva samples
* DNA purification and PCR, capture E4 carriers for Alzheimer participants

**Moores Cancer Center UCSD, La Jolla, CA** December 2017 - May 2018 Clinical *Research Assistant*

* Clinical research
* Familiar with RedCap
* Manage and organize study
* Provide information to women who have endured cancer treatment such as radiation, chemotherapy, and surgery
* Organize documentations for physicians and research coordinators
* Complete given task with deadlines
* Work on Microsoft Office software for long period of time
* Utilize online programs to reach out to research participants
* Young cancer survivors as leading participants in the study
* Ovarian function in young survivors and improve post-treatment reproductive symptoms
* Collect sample of saliva and blood to measure estradiol hormones (E2), follicle stimulating hormones (FSH), and anti-Mullerian hormones (AMH)
* Determine the association between distress (reported by patient’s symptoms) and the level of reproductive hormones.
* Studied participant’s medical records and abstracted information for the study
* Abstract record for chemotherapy, radiation, and surgery records

**SDSU Financial Aid Office** August 2015 – December 2017

*Student lesion*

* Assist students with their financial aid and scholarship forms, student portal, and sensitive information
* Provide student support over the phone and in person
* Process student payments, paperwork, financial/scholarship checks
* Attend meeting to discuss how to improve SDSU Financial Aid and Scholarship website, database, and other system processes
* Through advertisement, promote different scholarship and financial packages for students
* Experience working with governmental/state financial aid agencies such as Cal-Grant, FSA, etc.
* Create and design t-shirts for staff and students
* Collaborate with other offices (Student Services Office and Registers Office) to advance system processes for students

**SDSU Economics Department** September 2014 – August 2015

*Receptionist*

* Assist economic students with degree objectives, changing majors, and other paper works
* Provide economic students with textbooks and other books related to their field of study
* Provide students with online resources, data tools, and catalog
* Help organize and design the department (books, paper works, bulletin boards, posters, etc.)
* Enter data into the computer and work with Microsoft word, excel, and other computer programs
* Follow directions of supervisor and maintain level of integrity with members of the department

**SDSU Salad Bistro** August 2013 – September 2014

*Cashier and Server*

* Prepared Salad Bar items and fresh items by following Food Safety Regulations and OSHA standards, daily and hourly
* Cleaned all preparation areas and salad bar related areas, during each shift and as needed
* Assisted customers as needed
* Filled special orders for fruit and vegetable platters
* Worked along with other areas of food service to fill orders
* Maintain Cleanliness of Salad Bar area and Drink Station- Keep Salad Bar fully stocked with fresh ingredients at all times

**Vine Ripe Supermarket** September 2012 – August 2013

*Cashier*

* Assisted daily customers with checkout, answering outstanding questions
* Collaborated with other cashiers, offering assistance to other teammates during busy times
* Memorized codes for all the products in the store
* Assist customers who asked for specific grocery item in the store

**Leadership Experience**

**BEAM ACADEMY**

*Teacher*

* Teach on the weekend’s kids Islamic Studies.

**Wedding Planner 2019**

*Own wedding*

* Choose the right dress, veil, and shoes for classic vintage wedding
* Contact friend to design cake
* Design the room the décor with flowers, linens, chairs, candles, plates, etc.
* Design the guestbook table
* Plan for 140 attendees
* Design the cake table and bride and groom stage
* Work with the venue, florist, and designer to make the vision come true

**Private Quran Tutor**

* Taught online students’ proper pronunciation of makharij sounds and tajweed
* How to properly read Quran

**Private Science Tutor**

* Tutored middle school students with math and science HW

**Muslim Community Center Summer Camp 2019**

* Performed science experiments, art projects, and physical activities for children and participants
* Taught Quran through translation, explanation, and recitation

**San Diego State University, San Diego, CA**

*Undergraduate Research Project*

* Contributed to the research project that synthesized metal nanoparticles
* Synthesized silver nanoparticles with a reduction of sodium borohydride in water
* Focus on mixing rate of the reaction and effect of atmospheric oxygen in the reaction
* Collected UV-vis data
* Determine full width at half maximum (FWHM) from graph

**Association of Pre-Pharmacy Students (APPS)**

* Student-run organization dedicated to serving aspiring pharmacists at SDSU
* Served as co-event director
* Served as mentorship chair programmer

**Flying Samaritans**

* Student-lead clinic that provide service to underserved community in Ejido Matamoros, Mexico
* Along with health-care providers, students conducted medical screenings, diagnose treatment, and organize preventative care education sessions for patients
* Served as pharmacy coordinator where I dispense, count, and label medication for patients

**Muslim Student Association**

* Student organization that promotes a cohesive environment for the Muslim community on campus
* Held events to feed the homeless
* Held events to educated people about Islam
* Served as treasurer
* Worked with the SDSU financial sector to help get reimbursement and other services
* Served as high school conference committee chair
* Create theme and design the high school conference
* Design t-shirts, water bottles, and other school supplies to promote school spirit
* Helped manage 200 high school students at the conference

**Islamic Center of Eastlake Sunday School**

* Provided instructional lessons at Sunday School, 3rd-5th grade
* Taught Quran, Islamic Studies, and Arabic
* Created lesson plans and executed

*Reference available upon request*