



Mariam Al-Hadeethi

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 mariamalhadeethi@hotmail.com

PROFESSIONAL SUMMARY

An enthusiastic Biology Graduate with an array of supervisory and administrative experience within the healthcare field. Seeking a full-time position to showcase and implement skills obtained academically and professionally. Passionate about all things science, and aiming to contribute to the advancement of healthcare practices for all Canadians.

SKILLS

- Research and Statistical Analysis
- R programming Software
- Scientific Writing
- MS Office Computer Skills
- Performance Tracking and Evaluations
- Scheduling and Coordinating
- Priority Management

EDUCATION

Bachelor of Science (Honours) | Biology 04/2021

Queen's University , Kingston, ON

Relevant courses include Statistics, Molecular Genetics (Seminar Research Proposal), Microbiology, Bioethics, and Global and Population Health.

High School Diploma 06/2016

Glebe Collegiate Institute, Ottawa, ON

Graduated with a 90% overall average.

WORK HISTORY

SUPERVISOR 01/2022 to 10/2022

Appletree Medical Group | Ottawa, Ontario

- Applied strong leadership talents and problem-solving skills to maintain clinic efficiency and organize workflows.
- Handled customer complaints, resolved issues and adjusted policies to meet changing needs.
- Created successful work schedules for 15+ team members to fully staff shifts.
- Maintained compliance with company policies, objectives, and communication goals.

MEDICAL ASSISTANT 10/2021 to 12/2021

Appletree Medical Group | Ottawa, ON

- Obtained client medical history, medication information, symptoms and allergies.
- Directed patients to exam rooms, fielded questions and prepared for

physician examinations.

- Sanitized, restocked and organized exam rooms and medical equipment.

PHARMACY TECHNICIAN

06/2020 to 09/2020

Shopper's Drug Mart | Ottawa, ON

- Assisted with technical functions of dispensing 100+ prescriptions per day.
- Participated in maintenance and operations of Pharmacy as described by the Pharmacy Standards of Practice.
- Greeted customers and responded to questions with friendly, knowledgeable assistance.

ADMINISTRATIVE ASSISTANT

06/2020 to 09/2020

Rapido Messenger | Ottawa, ON

- Assisted with technicalities of medication delivery including communication with drivers, partnering pharmacies, and patients.
- Prepared efficient delivery routes to ensure timely delivery of medications.
- Ensured proper patient registration within database.

VOLUNTEER WORK

Biology Department Undergraduate Representative; Queen's University, ON (2019-2020)

- Served as undergraduate student voice in department-wide meetings.
- Attended meetings with faculty and facilitated increased student involvement in departmental matters.

Volunteer Work; Note Taker, Queen's University, ON (2017-2019)

- Enhanced equity and access for students with disability-related functional limitations by providing detailed lecture notes.

Extracurricular; Yearbook Club, Glebe Collegiate Institute, ON (2016)

- Assisted in yearbook sales, photography and design.

PERSONAL WEBSITE

- <https://mariamalhadeethi.wixsite.com/mysite>

REFERENCES

References are available upon request.