

# **Marjan Assefi**

Massefi@aggies.ncat.edu



Dr. Marjan Assefi

MSI Fellow

001-336-478-7008

## **Education:**

### **Doctorate Degree**

2016-2019

Nano Biology

GPA: 3.02

### **Master of Science in Nano Engineering**

Greensboro, NC

2016-2018

GPA: 3.00

**Thesis:** Impact of different Anti biotics on bacteria resistance

**Award:** IBIEM program

### **Master of Leadership**

2014-2016

### **Master of Science in Nano Science**

Greensboro, NC

2013-2015

GPA 3.52

**Thesis:** *Impact of Silver nano Particles on Bacteria Ecoli in Generation 160*

**Additional Awards:** The Honor Society

Society of Collegiate Leadership and Achievement (SCLA)

Honor Student at INTERLINK at UNCG, January 2013

### **Bachelor of Science in Cellular and Molecular Biology**

Tehran, Iran

2008-2012

GPA 3.22

**Additional Awards:** Scholarship for Parand Azad University

- Scored 47<sup>th</sup> between of 1,200,000 students for entering university (equivalent of SAT)
- Kharazmi Festival for Writing Short Story
- First Place Awardee

## **Certification:**

### **Academic:**

English Certificate (UNCG)

Business Certificate (GTCC)

Leadership Bronze certificate (UNCG)

Leadership silver Certificate (UNCG)

Leadership Gold certificate (UNCG)

CITI certification

DNA Purification (Rouyan institution)

Real Time PCR

Computer Software

Corporate Leadership Certified

Supervised team Certified

Lean Six Sigma Black Belt

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### **Health:**

CPR certificate

First Aid Certificate

Stress management

Time management

Master of Life coach

### **Laboratory Training:**

STMTrax

SEM

Etching Plasma

Goniometer

Confocal microscope

Cleaning Room

Nano Drop

Miseq

### **Tutoring Experience:**

Private tutor and self-employed

- Tutored variety of students in MCAT preparation and Biology
- Tutored conversation Partner at INTERLINK
- Tutored Mathematics and Science for 6 years
- Tutor:
- Greensboro, NC
- Private/2014june- Current
- Identified and removed obstacles keeping students from learning, helping to effectively complete homework tasks on time.
- Supported students by identifying and addressing specific concerns.
- Communicated with teachers to provide students with comprehensive support.
- Established reading goals and mapped out educational journeys for students showing literacy progress.
- Built student self-confidence by working through stages of Biology, Math, English, MCAT concepts and using positive reinforcement techniques.
- Completed logs and updated student documents for institutional and personal record keeping.
- Liaised with other education professionals to tailor tutoring sessions around exam preparation and strategies.
- Organized fun, educational activities which allowed students to boost literacy and fluency skills through interactive learning.
- Obtained feedback from parents to develop tutoring sessions focused on enhancing student learning.
- Instructed students and supported understanding of math concepts.
- Instructed small groups of students in key subject concepts.
- Taught students how to study, take notes and complete test questions.
- Developed handouts, study materials and quizzes.
- Outlined unique lessons to fit individual needs in skill building and instruction on each subject.
- Assessed student progress at each session, making recommendations that increased effectiveness of tutoring and lessons.

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- Communicated with parents and students in courteous and respectful manner to facilitate confidence and trust in tutoring program.
- Determined student's unique needs and identified best methods to address each.
- Structured tutoring environment to promote productivity and foreign language learning.
- Created effective tutoring sessions by working closely with students to ascertain literacy goals and expectations.
- Helped remove students with live video sessions and pre-recorded instructions.

### **Research Experiences:**

- Tracked class and student metrics including attendance, projects, labs and reports.
- Adhered to university requirements for student assignments, testing and grading of work.
- Worked closely with team members to deliver project requirements, develop solutions and meet deadlines.
- Improved customer satisfaction by finding creative solutions to problems.
- Provided excellent service and attention to customers when face-to-face or through phone conversations.
- Earned reputation for good attendance and hard work.
- Educated undergraduate students on laboratory protocols and activities.
- Analyzed data to assist professors with various projects.
- Edited data collection forms and created questionnaires.
- Designed research and experimental studies, executing research techniques, tests and assays.
- Completed daily administrative tasks for professors as directed.
- Assisted with research for academic publications.
- Organized class curriculum and assisted professor with developing new presentations.
- Liaised between professors and students to provide information on subject matter, assignments and class expectations.
- Bacteria Ecoli Generation 160
- Antibiotics
- MIC (Minimum inhibitory contamination)
- MISEQ

### **Office Manager:**

Los Angeles, CA

#### **Profamily Group/ July 2014 to Current**

- Automated office operations, managing client correspondence, record tracking and data communications in database and case management software.
- Interviewed, on-boarded, developed and oversaw daily activities of 10 clerical and administrative office personnel.
- Created and managed electronic customer records, encompassing data entry and administrative functions related to billing and accounts receivable.
- Trained and mentored administrative staff members in company policies, daily task execution and industry best practices.
- Improved operational efficiencies, managing work requests, new orders, pricing and changes while coordinating logistics to verify delivery dates.
- Oversaw office financial management, including AP/AR and payroll administration.
- Completed quarterly employee performance evaluations to identify deficiencies and recommend improvement strategies.
- Maintained impeccable office organization to support efficiency, professionalism and performance objectives.

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- Elevated productivity initiatives and managed presidential calendar, including coordinating itinerary and scheduling appointments.
- Evaluated and identified ineffective workflow processes, implements solutions to improve productivity and personnel performance.
- Automated office operations to manage client correspondence, record tracking and data communications.
- Elevated customer satisfaction ratings by resolving client and case issues effectively.
- Scheduled appointments and maintained master calendar.
- Managed office inventory and placed new supply orders.
- Communicated with patients to resolve inquiries, schedule appointments and address billing questions.
- Organized patient files and streamlined operations to improve efficiency.
- Managed conference calls by documenting participant details and preparing audio recordings for future reference.
- Increased field productivity by reorganizing installation methods and teams.
- Supported top talent identification processes by interviewing candidates and executing all HR steps, including on-boarding, orientation and benefits.

### **Pharmacy Technician**

**Greensboro NC**

**2018 January 2019 March**

- Refilled medications offered insight into over-the-counter products and verified insurance benefits.
- Received and verified daily incoming drug inventories, reported discrepancies and logged items into inventory system.
- Managed inventories, rotated stock, removed expired or damaged drug products and resolved discrepancies in drug counts.
- Managed inventory and reduced expenditures by negotiating prices with pharmaceutical suppliers.
- Consulted with customers via telephone or in-person to assist with navigating pharmacy systems and completing requests.
- Counseled patients on appropriate use of over the counter and prescription medications.
- Established and updated patient profiles, including lists of medications and insurance details.
- Worked with insurance companies to process claims, resolve problems and obtain payments.
- Checked medications for content, accuracy and completeness of all drug packaging and labeling to provide final verification of prescription.
- Improved drug inventory management procedures to reduce waste and eliminate back orders or overstock.
- Merchandised related products to drive pharmacy department sales.
- Communicated with member physicians to prevent harmful drug reactions, therapy duplication and allergic reactions.
- Managed medication stocks, including conducting counts, labeling products and maintaining controls.
- Created new customer profiles and updated information in pharmacy computer systems.
- Entered orders into the system and filled medication orders.
- Performed wide range of pharmacy operations with strong commitment to accuracy, efficiency and service quality.

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- Prepared prescription transfer requests from competitor companies.
- Verified prescriptions by contacting physicians' offices and receiving approval.
- Resolved third-party rejection claims.
- Ordered out of stock medications to ensure patients were taken care of accordingly.
- Prepared requisitions for drugs and supplies as directed by pharmacist.
- Assisted staff members with drug inventory, purchasing, and receiving.

### **Administrator:**

**Los Angeles, CA**

**Windows for Hope**

**2012 April 2020 March**

- Smoothly facilitated communication between departments, management and customers to resolve issues and achieve performance targets.
- Kept software updated with latest patches to prevent unauthorized access.
- Evaluated employee job performance and motivated staff to improve productivity.
- Guided employees through routine and complex administrative situations with decisive but motivational approach.
- Elevated productivity initiatives by managing client and international executive calendars, including coordinating itinerary, scheduling appointments and managing both internal and external communications.
- Organized warranties and maintenance schedules for office equipment to maintain functionality.
- Organized activities to reward employees and provide motivation and improve efficiency.
- Increased office organization by developing more efficient filing system and customer database protocols.
- Provided strong attention to detail, exemplary customer service and team-player attitude.
- Aided senior leadership during executive decision-making process.
- Enhanced data collection accuracy, preparing, authoring and updating communications and policy memorandums.

### **Skills:**

- Student motivation
- Flexible working hours
- Activity-based learning
- Learning techniques
- On-demand tutoring
- Active listening
- Reading comprehension
- Student progress analysis
- Personalized learning plans
- Confidence building
- Innovative teaching methods
- Foundational knowledge
- Educational feedback
- Advanced Calculus
- Friendly and personable
- Algebra concept

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