

# Lina Abid

West Bloomfield, Mi

Cell: (248) 910-2782 labid@umich.edu

## Education

**University of Michigan- Dearborn**  
Microbiology/Health Policy Studies

Dearborn, MI  
01/2012- Present

**Oakland Community College**  
General Studies/Nursing Pre-Requisite Courses

Farmington Hills, MI  
08/2008-09/2011

**Everest Institute**  
Medical Assistant

Southfield, MI  
10/2006 – 06/2007

## **Dean's List**

**Completed 160 Hours of Externship: Comprehensive Internists**

## Employment

### Internship at ACCESS Mental Health Division

Administrative Assistant

Dearborn, MI  
07/2013- 08/2013

**Duties:** data collection and analysis of surveys, assisting with the writing and adjustment of office policies, closing the inactive files, reorganizing employee handbooks, filing charts

### Star International Academy

Instructor

Dearborn, MI  
03/2013-06/2013

**Duties:** teaching an after school program with the focus on science, math, literature, with the heavy focus on comprehension and critical thinking skills. I taught the fifth grade and had twelve students in class.

### Novi Internal Medicine and Pediatrics

Medical Assistant

Novi, MI  
06/2011 - 07/2012

### Visiting Physicians Association

Medical Assistant

Southfield, MI  
04/2008 – 06/2011

### Comprehensive Internists

Medical Assistant

West Bloomfield, MI  
05/2007 – 07/2007

## Extracurricular Activities

Blueprints Leadership Program  
Pre-professional Health Society  
Healthy Living Association  
Collegiate

Student Government  
Tennis Club  
Chaldean American Student  
Association

Metro-Scholars Program  
Student Ambassador

## Volunteering

Grace Hospice  
Alternative Spring Break in West Virginia, Pulaski Virginia

Vista Maria

MLK Day

**Clinical Skills**

Vital signs	Height and Weight	Bandaging	Injections
Phlebotomy	Autoclaving	Visual Acuity	TB testing
Holter Monitor	Hematocrit	Urinalysis	EKG's
Basic First Aid	Pregnancy Testing	pap tray (set up)	CPR
Cultures	Glucometer	Mono Spot testing	X-Ray
Sterile Tray (set-up)	Flu testing	prescriptions	BMD

**Administrative Skills**

CPT / ICD-9-CM	MSWord (40-45wpm)	Bookkeeping	Filing
Data Entry	Excel and PowerPoint	Accounts Payable	EMR Trained
Prescriptions	Prezi Presentations	Appointment Scheduling	

**Languages**

**Tri-lingual** – English, Arabic, Chaldean