

SUMMARY OF SKILLS AND QUALIFICATIONS

- Highly organized and detail-oriented, a skill I use daily to manage schedules, optimize patient flow, and handle complex insurance claims accurately as a Dental Receptionist.
- Accustomed to keeping flawless records and sorting data with strict alphanumeric accuracy, which I've mastered while running precise lab protocols and tracking samples as a Volunteer Research Assistant.
- Strong administrative background with a knack for keeping teams on track, backed by my experience coordinating weekly meetings and managing communications for a university student association.
- Excellent at providing friendly, professional customer service to the public, an ability I rely on heavily while leading campus tours and guiding new students as a Science Student Ambassador.
- Patient and adaptable communicator, shaped by my time building lesson plans and managing classrooms of 20-25 students as an English Teacher.

EDUCATION

York University | 3rd Year B.Sc., Hons. Biology | September 2023 - April 2027 (expected graduation)

Major G.P.A : 9.0/9.0 (Equivalent to 4.0/4.0) | Overall G.P.A : 8.87/9.0 (Equivalent to 3.97/4.0)

WORK EXPERIENCE

Research Assistant | Kovinich Lab, York University | May 2025 - Present

- Conducted dual-luciferase assays in *Nicotiana benthamiana* to study regulation of the *OLS* promoter by MYB transcription factors in *Cannabis sativa*
- Performed RNA extraction and cDNA synthesis followed by qPCR to quantify gene expression levels and support transcriptional analysis

Science Student Ambassador | Faculty of Science, York University | October 2024 - Present

- Represent the Faculty of Science at events by sharing personal experiences and providing guidance to prospective and new students on navigating university life.
- Held campus tours for high school students and their families, highlighting key facilities and opportunities while addressing their questions.
- Assist students in understanding course requirements, scholarship options, and enrollment processes to help them transition smoothly into university.

Peer Tutor | Bethune College, York University | September 2025 - April 2026

- Provided targeted academic support by simplifying complex concepts for students in MATH 1506, MATH 1507, BIOL 2040, and BIOL 2070.

Dental Receptionist | Vita Dentistry | May 2025 - August 2025

- Schedule and confirm appointments using Abeldent, optimizing patient flow and minimizing wait times
- Manage insurance-related tasks including explanation of benefits (EOBs), claim submissions, and resolving coverage issues
- Facilitate clear communication between patients and the dental team

Private Math Tutor | May 2025 - August 2025

- Provided one-on-one tutoring in ninth-grade math, tailoring instruction to individual learning needs

Meeting and Communication Coordinator | Iranian Students Association, York University | October 2024 - March 2025

- Coordinate weekly meetings, prepare and share meeting minutes, and send reminders to keep everyone on track with their tasks.
- Manage communication channels to ensure clear and consistent updates between members and leaders.
- Assisted with ticket sales for events, contributing to strong attendance and successful outcomes.

Elementary English Teacher | SAFIR Language Academy | January 2023 - August 2023

- Taught English to classes of 20-25 students using student-centered methods and tailored lesson plans focused on grammar and conversation.

PROJECTS

C4 Capstone Project | Bruce's Mill Conservation Park

- Led a team project to improve transportation for Bruce's Mill Conservation Park, resulting in the approval of a shuttle bus service and e-bike initiative by park management.
- Developed and presented a 30-page proposal, receiving positive feedback from park managers and the Mayor of Stouffville.

CERTIFICATIONS

- **Biosafety Certificate** - York University, Issued April 2025
- **WHMIS II Certificate** - York University, Issued April 2025
- **ICDL (International Computer Driving License)** - ICDL Accredited Center, Issued March 2023
- **Teacher Training Certificate** - SAFIR Language Academy, Issued March 2023

PUBLICATIONS

Published article | September 2020

- Published an article in the Civilica database titled "Identification of banknotes or securities using fluorescence property of iron nanoclusters coated with hydroxyapatite."

Book Translation | December 2021

- Translated and published 200 copies of Wayne Dyer's book "No Excuses" into Persian, making the content accessible to Persian-speaking audiences.