

Noor Badwilan

Silver Spring, MD 20910
noorbadwilan@yahoo.com
+1 240 494 6914

Work Experience

D.C Sample Sale Associate

KREWE - Washington, DC
April 2024 to April 2024

- Assist with setting up/packing down the sample sale
- Maintain visual brand standards at all times
- Act as a style advisor to every customer that walks through the door
- Lead the sales cycle through every step of the process

Ophthalmic Technician

American Eye Care Center - Silver Spring, MD
August 2023 to December 2023

- Collecting data and test measurements to ensure the accurate diagnosis and treatment of various disease

Optometry Technician

Clear Vista Eyecare - Washington, DC
March 2022 to May 2023

- Contact Lenses class
- Verifying Insurance
- Clean & Restock
- Testing & Dilation

COVID-19 Vaccinator

Van Dorn Pharmacy - Alexandria, VA
January 2021 to March 2022

- Verified insurance
- Vaccinated COVID-19 Vaccine
- Swapped for Covid for non-traveling and traveling patients

Traveling COVID-19 Vaccinator

RoundTable strategic Solutions - Hyattsville, MD
January 2021 to December 2021

- Verified insurance
- Setup and clean up station
- Vaccinated for Flu & Covid-19

Traveling COVID-19 Screener

Aerotek - Arlington, VA

January 2021 to July 2021

- Verified temperature
- Set up stations
- Swabbed for Covid-19 for NHL Capitals Hockey Players, and Staff

Education

Trade School in Phlebotomy

Montgomery College - Takoma Park, MD

Certificate in Data analytics

Coursera - Remote

Trade school in Media Production

Montgomery College - Rockville, MD

Skills

- Bilingual
- Insurance Verification
- Medical Scheduling
- English
- Medical Records
- Amharic
- HIPAA
- Computer skills
- Anatomy knowledge
- Typing
- Windows
- Phone etiquette
- Customer service
- Sales
- Management
- Store management
- Front desk
- Retail sales
- Writing skills
- Microsoft Office
- Administrative experience
- Guest services
- Hospitality
- Organizational skills

- Office experience
- Food service
- Event marketing
- Marketing
- Cash register
- POS
- Leadership
- Medical terminology
- Data entry
- Microsoft Powerpoint
- Microsoft Word
- Microsoft Excel
- Cash handling
- EMR systems
- Patient care
- Insurance verification
- Bilingual
- Office management
- Basic math
- Supervising experience
- Mentoring
- Medical administrative support
- Medical office experience
- Medical receptionist
- Spanish
- EHR systems
- Project management
- Customer support
- Human resources

Certifications and Licenses

BLS Certification

Present

Driver's License

Present

CPR Certification