

Sara Hadi

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Visa status: - Resident

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EDUCATION

HOFSTRA UNIVERSITY 2019-2023
HEMPSTEAD, NEW YORK-USA
Master of Health Administration

RAS AL KHAIMAH MEDICAL AND HEALTH SCIENCES UNIVERSITY 2007-2012
RAK, UAE
Bachelor of Medicine/Bachelor of Surgery (MBBS)

PROFESSIONAL EXPERIENCE

MAIMONIDES MEDICAL CENTER, United States of America, New York
Medical Affairs Intern Jan 2023-April 2023

- Worked on the Discharge Before Noon (DBN) project and the Advanced Illness Management (AIM) program.
- Attended interdisciplinary team (IDT) rounds daily with other medical providers.
- Participated in weekly departmental meetings to discuss the DBN project and assist medical providers in achieving the project's goals, which resulted in a 5% increase in the number of patients discharged before noon by the end of my internship.
- Prepared one meeting minute per week.
- Entered around 200 patients' data into SharePoint each week, for the AIM program.
- Advised medical providers on documenting an Advance Care Plan (ACP) note for patients with advanced illnesses as part of the AIM program, which resulted in a 3% increase in the number of ACP notes by the end of my internship.
- Assisted in Simulation Based Medical Education (SBME) sessions, two times a month, to train medical providers on conducting goals of care conversations with advanced illness patients and/or family members, which resulted in a 10% improvement in providers' abilities to have difficult conversations with patients and their family members, during my internship.
- Entered 5-7 pre-session and post-session SBME survey responses two times a month, into Microsoft Excel.
- Assisted in training new interns within the department.

RAS AL KHAIMAH MEDICAL AND HEALTH SCIENCES UNIVERSITY 2016-2018
RAK, UAE
Instructor of Biochemistry

- Delivered laboratory sessions to three groups of 20 students three times a week, for first and second year students from medical, pharmacy, and nursing colleges, using advanced teaching techniques, such as Power Point presentations, and educational videos, which resulted in a 20% increase in student's engagement during the session by the end of the semester.
- Provided quizzes to students at the end of each teaching session to test their knowledge and understanding of the topic taught, which resulted in a 25% improvement in their academic performance by the end of the semester.
- Demonstrated and explained experiments to three groups of 20 students three times a week.
- Explained to a class of 60 students theory topics using Power Point presentations, twice a week.
- Outlined and prepared students' courses for each academic semester.
- Prepared mid-semester and final semester exam papers each academic semester using Microsoft Office suite.
- Graded exam papers and uploaded the results on the University's portal.
- Prepared and graded 5 students' assignments each semester using Microsoft Office suite.
- Assisted in conducting team-based learning and case-based learning sessions once per week for a class of 60 students from medical and pharmacy colleges.
- Delivered clinical skills sessions to three groups of 20 medical students three times a month using Power Point presentations, and demonstrated the skill on a mannequin.
- Provided academic advising sessions to 7 students each academic semester, where I assisted students in resolving any academic difficulties they encountered, organized their study schedule, monitored their academic performance, and advised students on how to improve their grades. This resulted in a 15% improvement in students' performance by the end of the academic semester.
- Supervised 5 student researches and projects each year.
- Assisted in training 2 junior faculty members per year.

RAS AL KHAIMAH MEDICAL AND HEALTH SCIENCES UNIVERSITY 2015-2016
 RAK, UAE

Junior Instructor of Biochemistry

- Delivered laboratory sessions, both in the form of lectures and practical classes, to three groups of 20 students three times a week, for first and second year students from medical, pharmacy, and nursing colleges, using Power Point presentations.
- Demonstrated and explained experiments to three groups of 20 students three times a week.
- Assisted other faculty members within the department in preparing students' courses each academic semester, using Microsoft Office suite.
- Assisted the head of department in preparing mid-semester and final semester exam papers, each academic semester.
- Graded exam papers and uploaded the results on the University's portal.
- Prepared and graded 5 students' assignments each semester using Microsoft Office suite.

- Assisted the department in preparing teaching materials for team-based learning and case-based learning sessions.
- Assisted senior faculty members in delivering clinical skills (OSCE) sessions, three times a month, by supervising and guiding a group of 20 students while performing the skill.
- Provided academic advising sessions to 4 students each academic semester, where I assisted students in resolving any academic difficulties they encountered, organized their study schedule, monitored their academic performance, and advised students on how to improve their grades, resulting in a 10% improvement in students' performance by the end of the academic semester.

SAIF HOSPITAL

2014-2016

Psychiatry and Emergency Medicine departments

RAK-UAE

Clinical attachment

- Interviewed 50 new patients each day, obtained their medical history, and recorded it on the hospital's electronic medical record system.
- Performed physical examinations daily on 10 patients.
- Took patients' vital signs.
- Performed 5 medical procedures per week such as IV cannula insertions.
- Attended morning rounds and meetings at the Psychiatry department daily with other physicians and healthcare professionals, where I followed up on patients and ensured that their medical needs were met, resulting in a 5% increase in patient satisfaction and experience.
- Performed outpatient clinic duties at the Psychiatry department two times a week where I interviewed patients, took their medical history, and in collaboration with the physician outlined their management plan and prescribed medications.
- Attended cardiac arrest cases with the emergency medicine staff.
- Communicated and collaborated with other healthcare professionals and the administrative department within the organization regarding patients' medical conditions.

SAQR HOSPITAL, SAIF HOSPITAL

2012-2013

RAK, UAE

Clinical Intern

- Rotated across multiple clinical departments, such as, Surgery, Obstetrics and Gynecology, Internal Medicine, Pediatrics, etc.
- Interviewed 30 patients daily and recorded their medical history on the hospital's electronic medical system.
- Performed physical examinations on 15 patients each day under the supervision of the physician.
- Assisted in 10 medical procedures each week including endoscopy, ECG recording, lumbar puncture.
- Learnt several surgical techniques such as suturing, incision and drainage, cesarean section.

- Learnt airway management skills and emergency resuscitation.
- Entered 15 physician notes into the hospital's electronic medical system each day.
- Learnt how to collect blood and other body fluids from patients and send specimens to the laboratory for testing.
- Performed 24 hours on-call duties once a month where I took medical histories from new patients, examined them, and referred them to the physician.
- Assisted nurses in cleaning patients' wounds and changing surgical dressings.
- Attended the medical staff's morning rounds and meetings daily where I participated in discussing the progress of patients.
- Observed the collection of biopsies from patients.
- Learnt several laboratory skills including the examination of pathological slides and culturing microorganisms.
- Observed several imaging procedures such as barium studies, mammography, ultrasound, and CT-scans.

SHEIKH KHALIFA MEDICAL CITY

June-July 2011

Abu Dhabi, UAE

Clinical Elective

- Shadowed physicians in Internal Medicine and Pediatrics departments.
- Attended morning rounds and meetings daily with other healthcare providers, where I participated in discussing patients' medical conditions.
- Interviewed 5 patients daily, and obtained their medical history.
- Examined 5 patients each day.
- Entered 2 clinical notes each week into the electronic health system.

CORNICHE HOSPITAL

September- October 2010

Revenue Cycle Management (RCM) office

Abu Dhabi, UAE

Billing Officer

- Verified patient information and insurance coverage.
- Submitted over 100 claims to insurance companies per day.
- Maintained accurate and up-to-date billing records.
- Ensured appropriate diagnostic and procedural coding for claim forms.

EXTRA-CURRICULAR ACTIVITIES

- Participated in breast cancer awareness campaign. 2013
- Assisted in immunization services at local schools. 2013
- Organized games and activities for special needs children at local hospitals. 2011
- Participated in inter-college debates and competitions. 2009
- Participated in the University's cultural day. 2009

MEMBERSHIPS

- American College of Healthcare Executives-Student Association 2019
- Healthcare Leaders of New York (HLNY) 2019
- Hofstra Future Healthcare Leaders 2019

TECHNICAL SKILLS AND COMPETENCIES

- Proficient in Microsoft Office suite; Excel, Word, Outlook, Power Point.
- Fast typing skills (55 words per minute).
- Bilingual- fluent in English and Arabic both written and verbal.
- Excellent computer and web knowledge.
- Outstanding written and verbal communication skills.
- Superb organizational and inter-personal skills.
- Exceptional time-management, multitasking, and teamwork abilities.

REFERENCES

- Dr. Abdel Basset El-Essawy
Senior Consultant of Nephrology and Internal Medicine
Ibrahim Bin Hamad Obaidullah Hospital, United Arab Emirates
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- Dr. Edward Coffield, PHD
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