CHRISTINE KHALIL

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**EDUCATION**

**PROFFESIONAL EXPERIENCE**

Master of Business Admin (MBA)

Concentration: Management Information Systems (MIS)

*Tennessee State University, 2019*

Bachelor of Science (B.S.)

Health Sciences

*Tennessee State University, 2019*

BILINGUAL/ RESEARCH & ANALYTICS/ COMMUNICATION/ TIME MANAGMEMENT/ STRATEGIC PLANNING/ LEADERSHIP/ PUBLIC SPEAKING/ CREATIVE THINKING/ PROJECT MANAGEMENT/ DOCUMENT DESIGN/ CONFLICT RESOLUTION/ TEACHING/ PROBLEM SOLVING/ EVENT MANAGEMENT/ TEAM PLAYER/ RECEIVING & GIVING FEEDBACK

MICROSOFT OFFICE

BANNERWEB & ELEARN

DATA ANALYTICS

RESEARCH

ENDNOTE & ONENOTE
SOFTWARE PROFIENCY

CUSTOMER SERVICE

**TECHNICAL SKILLS**

**PROFESSIONAL SKILLS**

**OBJECTIVE**

To pursue a healthy, responsible, and challenging position in a growth-oriented environment where my education, experience, and interpersonal skills will be utilized effectively and provide opportunities for my knowledge and career growth.

**POTUS GRADUATE RESEARCH FELLOW**

*Tennessee State University / Nashville, TN / June. 2019 – Present*

* Serve as a research fellow, work side by side with assigned professor, produce scholarly works, present work at conferences, travel, attend seminars, participate in workshops, and engage in professional development opportunities.

**REPORT ANALYST**

*Vanderbilt University Medical Center / Nashville, TN / Jan. 2018 – May. 2019*

* Accurately performed data analyses, data validation, transcribed information from original sources into electronic systems, conducted research, problem solved, and multi-tasked between clients and their confidential data.

**PHYSICAL THERAPY TECHNICIAN**

*BenchMark Physical Therapy / Nashville, TN / March. 2016 – July. 2017*

* Assisted patients with paperwork and translated for Arabic speaking patients during evaluations and treatment as needed.
* Prepared patients for physical therapy treatment by welcoming, comforting and assisting the patient into therapy apparel or apertures.
* Maintained a clean and organized environment and appropriate inventory level.
* Assisted office coordinator with answering phone calls, registering and scheduling patients.

**SUBSTITUTE TEACHER**

*St. Clement Christian Academy / Nashville, TN / Jan. 2015 – Feb. 2016*

* + Performed the instructional and classroom management processes for teachers who are absent.
	+ Coached soccer and basketball during the after-school program.

**RECEPTIONIST/FRONT DESK**

*Planet Fitness / Nashville, TN / June. 2014 – July. 2015*

* + Managed front desk operations, assisted members with their memberships, addressed issues and concerns that arise, gave tours of gym and explained the equipment, maintained organized gym area, assisted members with machines and answered questions about their workouts.

**WEDDING COORDINATOR INTERN**

*Events with Alexa / Knoxville, TN / Nov. 2013 – April. 2014*

* + Learned the ins and outs of event coordination and management by working as a day of coordinator for local weddings.
	+ Assisted with set up, coordination and breakdown of events.