



# TASNIM FARAH

## Profile

I am determined to get tasks done in situations with a well organized and manageable time manner. Having a strong desire to always learn new skills with the ability to communicate and make connection with coworkers.

## Experience

### PBX Operator - Licking Memorial Health Services

Novemeber 2024 - Present

- Operate PA system to overhead announce emergency-related issues
- Knowledge of policies and procedures and understand how to use the Employee Portal to look up information
- Process calls for the Physician Answering Service in addition to paging doctors, nurses, & other Hospital personnel accurately

### Student Administrative Assistant - The Ohio State University

September 2024 - Present

- Going around giving a campus tour
- Welcoming the incoming students to OSU

### Mentee

*Nationwide Children's Hospital*

February 2024 - May 2024

- Competed 60 hours of shadowing with Oncology and Hematology
- Observed patient consultations to plan their treatments
- Contributed during in-patient rounds

*Columbus Oncology and Hematology*


November 2023 - January 2024

- Competed 50 hours of shadowing Dr. Thomas Sweeney, Oncologist
- Observed radiology and how to read scans
- Learned how various medical issues are identified

### Student Latchkey Program Helper - SACC (Scioto Darby)

September 2022 - May 2024

- Provided continuous supervision to children during indoor and outdoor activities
- Created and maintained safe learning and playing environments

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## Education

### The Ohio State University

2024 - Present

Secondary School

### Columbus State Community College

2023 - 2024

### Hilliard Davidson High School

2020-2024

## Skills

- Detailed Oriented
- Can Quickly Assess the Proper Tool to Resolve Situations
- Communication
- Problem Solving
- Public Speaking
- Trustworthy
- Leadership
- Ability to Prioritize Tasks
- Quick Learner

## Activities & Services

Photographer - Highlight the ability to scout and select locations for shoots, plan and direct photo shoots, and edit and retouch photos, demonstrating creative vision and technical skills.

Members of College Clubs:

- Bangladeshi Student Association - Event Coordinator
- Muslim Student Association - Member
- The Women's Network: Ohio State - VP of DEI