

# Asaad Khattab

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## Education

### **BACHELOR OF SCIENCE | DECEMBER 2015 | EASTERN KENTUCKY UNIVERSITY**

- Major: Biology

### **ASSOCIATE | BIG SANDY COMMUNITY AND TECHNICAL COLLEGE**

- **May 2013** – Associate in Art
- **December 2012** – Associate in Science

## Work Experience

### **PHARMACY TECHNICIAN | CVS | JANUARY 2017 – APRIL 2017**

- Collaborate with Pharmacist to ensure our customers receive quality care. Sort pills, create labels, answer phones, and ring up purchases at the register or drive-thru.

### **ASSISTANT | PAINTSVILLE PEDIATRICS | JULY 2011 – AUGUST 2015**

- Help build and troubleshoot computers, answer the phone, make appointments, call patients in, take their vital signs, take patient medication history, file paperwork, and scan documents.

## Extracurricular / Volunteer / Community Service

### · **Mayo Community College Information Technology Office | August 2011 – September 2011**

- Helped assemble new computers at the IT department. Repaired damaged computers.

### · **Center for Enrichment Resources | August 2011 – April 2013**

- Tutored college students with basic Math, Science, and English.

### · **Phi Theta Kappa | March 2012 – May 2013**

- Helped plan various events, raised money for PTK, served free lunch on campus, and packed office supplies for students in Africa.

### · **Big Sandy Idols – Mountain Art Center | March 2012**

- Helped the audience attending the show find their seats. Stood beside the door to assist them.

### · **Archer Park's "Christmas in the Park" | September 2011 – November 2012**

- Helped wrap Christmas presents for less fortunate children in our town.

### · **Islamic Center of Eastern Kentucky | May 2011 – Present**

- Planned events and taught students during Sunday School.

- **Highland Regional Medical Center | August 2012 – November 2012**
  - Assisted patients with anything they need. Cleaned the patient's rooms before and after their arrival.
- **Jordan Light Foundation | October 2011 – November 2011**
  - Helped raise money for the cause. Passed flyers in my community encouraging people to attend a dog show to raise money for children with cancer.

## **Awards & Honors**

- Participation in the Big Sandy Honors Program | August 2011
- Phi Theta Kappa | March 2012
- BSCTC President's List | Fall 2011 – Spring 2012, 2013
- BSCTC Dean's List | 2011 – 2013
- University of Kentucky Dean's List | Spring 2014
- Who's Who Among Students in American College | January 2013
- The House of Representatives | February 2013
- The House of Senates | February 2013

## **Additional Information**

- Computers – Familiar with C/C++ Programming Language
- Hobbies – Designing websites on WordPress, reading, and playing tennis
- Languages – Fluent in Arabic