

Basma Alzaidi

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EDUCATION:

University of Missouri - Kansas City
Master of Business Administration

Kansas City, MO
May 2023

University of Baghdad-Iraq
Bachelor of Business Administration

Baghdad, Iraq
June 2005

PROFESSIONAL EXPERIENCE:

University of Missouri - Kansas City
Department of Graduate Health Professions

Kansas City, MO
March 2023-Present

• **Clinical Onboarding:**

- Understanding clinical site requirements in accordance with program standards.
- Building and maintaining relationships with clinical onboarding contacts.

• **Preceptor Assessment:**

- Facilitating preceptor profile form completion.

• **Project Concert Tasks for Clinical Curriculum:**

- Coordinating clinical evaluations, experience reports, and schedules.
- Generating and reviewing audit reports.
- Following up with students as needed.

• **Clinical Student Class Registration:**

- Handling schedule changes promptly, including adds and drops.
- Managing course registration for specific schedules.

University of Missouri - Kansas City
Chemistry Department Assistant

Kansas City, MO
June 2021-December 22

- Communicate with external parties, track use of chemicals and consumables, autoclave, and disposal of lab waste.
- Prepare for experiments. Assist with and perform research as directed. Provide technical support to the laboratory.

Roo Advising Administrative Assistant

- Communicate with external parties and students through phone, email, and in-person contact.
- Assist students with scheduling of appointments for advising.
- Direct students to appropriate university departments and services as needed.

Al Yasar Food Company

Erbil, Iraq

Administrative Manager

September 2015 – March 2017

- Utilized Microsoft Excel to draft annual reports that focused on employee human resource data
- Served as a team lead responsible for leading and managing a team of 4-5 employees
- Communicated with other branches across the nation to control and manage effective processes
- Examined, provided input, and approved all hiring requests across branch offices
- Collaborated with other offices to approve inventory, product, or warehouse changes
- Promoted into role – recognized for key leadership and management skillsets

Coordinator

September 2011 – September 2015

- Oversaw crucial human resources and payroll functions
- Organized company meetings for supervisors and coworkers
- Utilized human resources systems to update employee data, vacation leave, and attendance

SKILLS

Microsoft Windows, Word, Excel, PowerPoint