

AMEERA ABUSHA'IRAH

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PROFILE

- Adept at managing patient inquiries, coordinating care, resolving complaints, and ensuring compliance with healthcare regulations and organizational policies.
- Skilled in handling sensitive information with discretion and maintaining a calm, professional demeanor in fast-paced environments.
- Adept at receiving and monitoring data from multiple data streams, including Access, SQL, and Excel data sources.
- Proven ability to serve as a liaison between patients, families, and medical staff to promote high-quality, patient-centered care.
- over 2 years of experience supporting students in academic learning and mentoring.

EXPERIENCE

Patients Affairs coordinator

Outpatient Clinic at Istishari Hospital | Amman

Feb 2025 – July 2025

Patients Affairs coordinator

Dr. Maher Ashaa Clinics | Amman

Mar 2019 – Dec 2020

EDUCATION

Health Policies & Management

Jordan University of Science & Technology | Irbid.

July 2023

Graduated with high honors, GPA 3,76.

INTERNSHIPS & VOLUNTEERING

TEACHING & ACADEMIC EXPERIENCE

- **Freelance Tutor & Volunteer** Sep 2021 – Jun 2023
Assisted undergraduate students in understanding core concepts, facilitated group study sessions and provided one-on-one tutoring and translating the learning materials.
- **Research Assistant** at King Hussein Cancer Center June 2024 - Jan 2025

ADMINISTRATIVE EXPERIENCE

- **Fellowship** at Crown Prince Foundation Sep 2022-Dec 2022
- **Patients Affairs** at King Abdullah University Hospital
Feb 2023 - Jun 2023
- **HR coordinator** at Mediterranean Doctors Organization
Nov2023-Aug 2024
- Volunteer in various departments, including **Donations, Research, Coordination, and Patient Guidance.**
King Hussein Cancer Center | Amman | Over 150 hours.

COURSES

1. Fellowship as Data Analyst | CorrelationOne |

USAID Oct 2024- Mar 2025

2. Introduction to PHP and MYSQL |

Unihance January 2024- January 2024

3. Business statistics and Analysis Specialization | Taylor

team July 2023-July 2023

4. Introduction to Supply Chain Management |

Unihance January 2024- January 2024

5. Computer essentials |

Edraak May 2023 - May 2023

6. Excel functions and formula |

Unihance Jan 2024- Jan 2024

SKILLS

- Analytical & Technical Skills: Scientific Research skills, Data Analysis, Business Statistics, Database & Dashboard Management, Microsoft Office, Supply Chain Basics
- Teaching & Soft Skills: Tutoring & Mentoring, Communication, Teamwork, Adaptability, Time Management, Ability to Work Under Pressure

LANGUAGE

Arabic | Native Speaker

English | Professional