



# *Lina el mawla*

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## **Professional Profile**

### Personal Statement

A graduate with strong communication and organisational skills gained in biochemistry , now seeking to make Masters in business administration

### Skills

#### **Communication**

- As biochemistry student and laboratory coordianteur it was important to be able to communicate with a variety of staff ranging from cleaners to consultants
- Working with patients and their relatives requires the ability to communicate complex medical information and to handle difficult situations with tact and sensitivity

### Planning/Organising

- As bioshemstry managed a team of biochemistry and pharmacist and support staff, which included organising staff rotas and prioritising tasks. Also managed patient admissions, liaising with staff in other departments and other hospitals
- As Secretary of History Society responsible for booking speakers and promoting events
- My degree project required work to a tight deadline, researching in local archives and managing a database
- Bringing up two children while working and studying has required flexibility and the patience of a saint!

#### **Teamwork**

- Worked as part of a team on a busy ward, sometimes under great pressure. Here flexibility and initiative were essential

- The Psychology module of my Access course involved a group project where I worked with three other students investigating the effect of returning to work on women's self-esteem. Responsible for co-ordinating interviews and qualitative analysis of interview transcripts. Our project was awarded the highest grade of any in that year
- As an office temp it was necessary to fit into a team immediately and to pick up information quickly.

### **Training**

- Helped children improve their maths and reading as a volunteer classroom assistant at my children's primary school

### **Computing**

- [Good knowledge of MS Word, Access and PowerPoint](#)
- Designed a web page to support our village heritage project

### **Language:**

**Arabic, French,English**