

RAZIEH NOROUZI

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• Hamedan, Iran

PROFESSIONAL SUMMARY

I am an expert in the field of Medical Library and Information Science with 4years of research experience and a bachelor's degree in MLIS and a librarian with Strong ability to think critically, reason clearly, and come out with genuine ideas to address problems-Outstanding ability to set project goals, writing research papers, and effective report presentation Acquiring excellent academic and career achievements, and passing relevant volunteering courses and also a professional medical English <> Persian interpreter with HIPAA certificate.

Core Competencies and Skills:

Cataloging, indexing, researching, labeling, data analyzing, library management, reference, technological aptitude, creativity and curiosity, service orientation, excellent communication skills, teaching ability, public relations savvy, organizational and problem-solving skills, preparing comprehensive reports, Knowledge of computers, the internet, and commercially available library software, Knowledge of a foreign languages, translation and interpretation, etc.

WORK EXPERIENCE

Red Crescent (Tehran, Iran) – *Research Associate* – research department July 2023 – present

The Iranian Red Crescent Society, officially the Red Crescent Society of the Islamic Republic of Iran is a non-governmental humanitarian organization in Iran. National Red Cross and Red Crescent Societies were created to provide medical assistance to those wounded in battle, in support of their countries' military medical services. Today, National Societies are recognized as auxiliaries to their public authorities in the humanitarian field in times of both war and peace.

- At first, I used to be working as a librarian in IRCS the because of my research abilities, I was promoted to be a part of research team
- Work as a librarian to complete the resources to educate volunteers and rescuers and staff
- Provide research assistant in different researches and research arbitrations and fundings in IRCS research committee

Propio (Lewes, Delaware) – *Medical interpreter* – interpretation and translation team July 2021 – present

The company facilitates communication between people with language barriers and service providers. Interpreters are available on a worldwide basis for clients in different sectors, such as health, legal, court, insurance, etc. There are about 200 people in the company, divided into different divisions and languages.

- As a medical interpreter provide these services in health and medical and supportive services to clients who are located in the U.S., Canada, and the U.K.
- Work as an interpreter in ESL classes for refugees
- Provide interpretation for meetings and sessions through zoom

Future Group – *Medical interpreter* – interpretation and translation team July 2020 – present

This international company helps those with language barriers by facilitating their communication with service providers. interpreters provide these services in health, legal, court, insurance, etc. with clients worldwide. company size is about 100 people in different divisions and languages that are all trained and professional.

- As a medical interpreter provide these services in health and medical and supportive services to clients who are located in the U.S., Canada, and the U.K.
- Work as an interpreter in ESL classes for refugees
- Provide interpretation for meetings and sessions through zoom

The quality of my interpretation has been admired all the time and I was the interpreter of the month

Hamadan University of Medical Sciences (Hamadan, Hamadan) – *library assistant* – central library of Hamadan University of Medical Sciences January 2019 – January 2021

Hamadan University of Medical Sciences and Health Services is a medical school in Iran. Located in the city of Hamadan that was founded in March 1972 as a joint program between Iran and France under the name of the Bouali Sina University. It includes 6 libraries and one bid central library.

- provide clerical support to the Librarians on staff, the book stacks organized by shelving books according to the Dewey Decimal System, make notes of missing and damaged books and set aside reserved books for library patrons, staff the circulation desk to check out books and other resources to visitors and process fine payments, etc.
- setting up the library for events like research clubs for students and professors.
- Teaching different things such as research strategies and Microsoft office and referencing by Endnote, etc. to students.
- As I was an intern because of my performance I got the highest score.

Fatemeh hospital (Hamadan, Hamadan) – **research librarian (voluntary)** – *Fatemeh hospital library*
October 2018–September 2020

Fatemeh Hospital was established in 1974 to provide medical and care services based on adherence to human dignity a maternity hospital in 2011, a research title was added to the name of Fatemeh Center. its library contains updated obstetrics and gynecology medical texts and reference books and also its research center is under the library conservation.

- As a research librarian, I used to assist students, scholars, and other researchers to find books and materials and provide them with advice on how to perform research related to their topic, etc.
- Teaching some research methods and Microsoft office to students and residents.
- Ordering the latest published books and indexing them.
- As it was a part-time job as a student job I gained good experience and skills.

EDUCATION

Hamadan University of Medical Sciences, Hamadan, Hamadan – **undergraduate degree (Major: Medical librarianship and information sciences)** *September 2017 – January 2021*

Hamadan University of Medical Sciences is a non-profit public higher education institution located in the urban setting of the medium city of Hamedan, Hamadan. This university ranked 3933 in the world.

- *Academics*: 3.4/4 GPA with an A in an internship, library management, ICDL
- *Honors*: I've got the scholarship
- *Leadership*: Head of public relations of the Research Committee of the School of Paramedical Sciences, Head of the Scientific Association of New Technologies.
- Executive staff at Ibn Sina Research and Technology Student Festival, Executive staff in the 19th annual research congress of Iranian medical sciences students, a writer in "philosophy" and "Scientific Community" (two university journals), translator in Pezhvak Journal (a university journal), The Central Council of Cultural and support Omid club (an intera-university Organization).

Iran University of Medical Sciences, Tehran, Tehran – **graduate degree (Major: Medical librarianship and information sciences)** *September 2021 – present*

Iran University of Medical Sciences was state-operated, and its current reincarnation trains 9,000 students in the medical field. Its students rank among the very top 1% of Iran's students in the national ranking entrance exams for universities. IUMS has been chosen as 1st in the nation & 55th in the world in 2020.

- *Honors*: Ranked 4 in the medical librarianship National Master Degree Exam and got the scholarship

TECHNICAL SKILLS

Microsoft Office (Excel, Word, PowerPoint), Altemetrics, Bibliometric, Researching, Teaching, Team Working, Translating, SPSS, Endnote, Search scientific database, etc.

LEADERSHIP EXPERIENCE AND EXTRACURRICULAR ACTIVITIES

Leadership Experience:

- Head of public relations of the Research Committee of the School of Paramedical Sciences
- Head of the Scientific Association of New Technologies.
- Executive staff in Ibn Sina Research and Technology Student Festival
- Executive staff in the 19th annual research congress of Iranian medical sciences students
- writer in "philosophy" and "Scientific Community" (two university journals)
- translator in Pezhvak Journal (a university journal)
- The Central Council of Cultural and support Omid club (an intera-university Organization).

ADDITIONAL

Personal/Other:

- Music Secretary at Children's Charity for about 2 years
 - holding festivals for sick children to make them happy and help them get and pay for their medications, treatments, etc.
- Interests: researching, managing, library work, children's charity, social relations, interpretation.
- Languages: English (C2), Farsi (Native), Persian (Native), Dari (C1), German(A2), Spanish(A1)