

# Ghazal Jawed

Lexington, KY • (606) 401-9078 • ghazal.jawed@uky.edu

## SKILLS

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### Technical skills:

- ◆ Currently gaining experience in multiple statistical analysis programs: SPSS, SAS, and R
- ◆ Familiarity in utilizing REDCap, OnCore/Advarra, iMedidata for clinical trials
- ◆ Proficient in Epic, an electronic health record (EHR)
- ◆ Proficient in Microsoft Office applications

### Professional skills:

- ◆ Attention to detail
- ◆ Effective communication
- ◆ Team collaboration
- ◆ Strong problem-solving and critical thinking skills
- ◆ Excellent organizational abilities

## EDUCATION

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**Master of Public Health in Epidemiology** (in progress), *University of Kentucky – College of Public Health*, Lexington, KY – Anticipated graduation date: May 2026

**Bachelor of Arts in Neuroscience**, *Transylvania University*, Lexington, KY – May 2017

- ◆ Neuroscience major (psychology emphasis), music minor
- ◆ GPA: 3.4; Achievements: Dean's List 2 terms, Music Scholar, Pioneer Scholar

### Publications

- ◆ Zhou, M., Jawed, G., & Ganjoo, K. N. (2023). Epstein Barr Virus-Positive Lymphoproliferative disorder Following Lymphodepletion for MAGE A4 Adoptive Cellular Therapy in a Patient with Synovial Sarcoma: A Case Report. *Case Reports in Oncology*, 16(1), 886-892.  
<https://doi.org/10.1159/000533129>

### Certifications

- ◆ Human Subjects Research Protections – Group 7: IRB BioMed/GCP Research (All Medical Investigators and Staff), *CITI Program*, Record ID: 46774406, Jan. 2022-Jan. 2025

**Study Abroad**, *Kentucky Institute for International Studies*, Denmark – Jun. 2016

- ◆ Demonstrated communication skills through initiating conversation with Danish locals about their view of the U.S. as well as global issues
- ◆ Formulated efficient travel plans within Denmark and to Sweden by using maps and gaining information from the train stations

## WORK EXPERIENCE

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**Instructional Aide**, *University of Kentucky*, Lexington, KY – Aug. 2024-present

- ◆ Assist professor with managing and preparing course materials and rubrics for the undergraduate course Gerontology 250: Aging in Today's World
- ◆ Provide support with the learning management system (CANVAS)
- ◆ Independently assess and grade all writing assignments, quizzes, exams, and discussion board posts for 100 students each semester

**Clinical Research Coordinator Associate**, *Stanford University School of Medicine (Sarcoma Research Group)*, Palo Alto, CA – Jan. 2022-Jul. 2024

- ◆ Served as primary coordinator and data manager for sponsored studies and Investigator Initiated Trials (IIT's)

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- ♦ Communicated with Principal Investigator regularly, ensuring patient safety & compliance with protocols
- ♦ Collected, managed, and entered patient/laboratory data into various Electronic Data Capture (EDC) systems such as OnCore/Advarra and iMedidata
- ♦ Collaborated with various providers from different specialties, such as GI surgery and OBGYN
- ♦ Utilized REDCap for providing drug treatment plans to the pharmacy team and for making regulatory updates

**Patient Flow Coordinator**, *Stanford Health Care, Cancer Center (Sarcoma, GI, Head & Neck Surgery)*, Palo Alto, CA – Jul. 2020-Jan. 2022

- ♦ Prepared clinic notes by compiling medical/surgical history, treatment history, and laboratory/radiology data
- ♦ Documented clinic visits in real-time with physicians, nurse practitioners, and physician assistants; placed orders (labs, imaging, referrals); and entered after-visit-summaries with patient instructions for minimum of 10 patients for each full clinic day

**Campus Coordinator – Student Experience**, *Amerigo Education*, Lexington, KY – Apr. 2019-Dec. 2019

- ♦ Exhibited strong interpersonal skills by acting as a guardian for international middle/high school students
- ♦ Utilized multiple Microsoft Office apps (Word, Excel, Outlook, SharePoint) to create and update documents to record student volunteer hours, weekly cleaning duty rotations, exam schedules, and travel data
- ♦ Mentored student advisory group by facilitating biweekly meetings & updated parents with monthly reports
- ♦ Took ill students to the doctor, administered prescription medications, and kept inventory of medical supplies

**Resident Assistant**, *Amerigo Education*, Lexington, KY – Nov. 2017-Apr. 2019

- ♦ Troubleshoot numerous student issues simultaneously on a daily basis
- ♦ Piloted programs to help students assimilate to their new environment

**Medical Scribe**, *ScribeAmerica, Baptist Health Cardiology*, Lexington, KY – Apr. 2017-Aug. 2018

- ♦ Accompanied physicians to document patient encounters in real time in a fast-paced environment
- ♦ Updated patient charts in Epic, the electronic health record (EHR)

## LEADERSHIP EXPERIENCE

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**Sorority Administration** (*Alpha Omicron Pi Sorority, Tau Omega Chapter* – Jan. 2014-Apr. 2017)

- ♦ **Vice President of Communications** – Dec. 2015-Apr. 2016
  - Participated in Leaders' Council, the sorority's officer group, and oversaw the chapter of 70 members
  - Expressed creativity while authorizing social media accounts (Facebook, Twitter, Instagram, Tumblr, website) by highlighting individual sisters for achievements, birthdays, etc.
  - Enforced high standards of social media accounts by the women of Tau Omega Chapter by monitoring accounts and notifying the Vice President of Standards of inappropriate behavior
  - Created Tau Omega's Public Relations Plan for 2017, which received approval by Alpha Omicron Pi International Headquarters in Brentwood, TN
- ♦ **Programming/Marketing Chair** – Dec. 2014-Dec. 2015
  - Utilized a committee by giving each woman a part in helping organize events
  - Collaborated with other students or organizations to plan positive events for chapter members
  - Expanded public speaking skills by speaking in front of a large crowd during events