

# **OLUDAMILOLA OKUNLOLA**

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## **Professional Summary**

Hardworking individual with a passion for working within a medical setting. Resourceful problem solver with excellent verbal and written communication skills, the ability to work directly with the public as an information source, and the ability to provide great customer service to all patients.

## **Work Experience**

**Amazon Return Center, Indy 8** Indianapolis, IN June 2020 - present  
Fulfillment Associate

- Key relationship with Warehouse Managers
- Processing and determination of resale value for customer returned items
- Material Handling

## **Education**

**Vincennes University**, Indianapolis, IN Feb 2022 – June 2022  
*Certified Clinical Medical Assisting*  
EXPECTED GRADUATION DATE, June 4, 2022  
National Health Career Association ([www.nhanow.com](http://www.nhanow.com))  
Accredited by the National Commission for Certifying Agencies (NCCA).  
Recognized by the Accrediting Bureau of Health Education Schools (ABHES).  
Recognized by the Commission on Accreditation of Allied Health Programs (CAAHEP)

**Wayne Township Adult Education**, Indianapolis, IN Jan 2022  
*High School Equivalency*

## **Soft Skills**

*WIN Career Readiness- Essential Soft Skills Certification* May 2022

- Professional Communication
- Conveying Professionalism
- Promoting Teamwork and Collaboration
- Thinking Critically and Solving Problems

## **Industry Skills**

- CPR American Heart Association March 2022
- First Aid American Heart Association March 2022
- TB Administrator American Lung Association May 2022
- Trained on basic human anatomy and utilize medical terminology and responsible communication in the healthcare facility.
- Knowledgeable about HIPAA/HITECH, OSHA, CMA, and other healthcare regulations and laws as they apply to patient information.
- Trained on the use of Diagnosis and Procedure codes and employ Electronic Health Records and related Practice Management.
- Dedication to the importance of infection control and environmental safety in general, specialty, and surgical practices.
- Skills in laboratory, specimen collection techniques, cardiopulmonary testing, pharmacology and medication administration.

## **Professional References**

1. Omoyele Isola  
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2. Abayomi Adekoya  
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