

Elizabeth Shittu

7692 Wyckford Court Indianapolis, IN 46214
Cell: (317) 238-9761 Anikeomo401@gmail.com

Professional Summary

Meticulous and quality-focused Medical Assistant. Possesses high attention to detail and operational compliance. Efficient in organizing charts and documents to maintain team's productivity. Maintaining patient care protocols and clinical trial operations in compliance.

Work Experience

Amazon Fulfillment Indianapolis, IN 10/2021 to present
Fulfillment Associate

Covance Laboratories Indianapolis, IN 06/2021 to 10/2021
Kit Assembler

Ecobank Nigeria Limited 02/2008 to 10/2019
Control Officer

United Bank of Africa 09/1994 to 05/2007
Customer Service Representative

Education

Vincennes University Indianapolis, IN 02/2022 to 06/2022
Certified Clinical Medical Assisting
EXPECTED GRADUATION DATE JUNE 4, 2022
National Healthcareer Association (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)

Ogun State University Nigeria 11/1999 to 07/2004
Bachelor of Science (BSc) Banking and Finance

Soft Skills

WIN Career Readiness – Essential Soft Skills Certification 05/2022

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

Industry Skills

- CPR American Heart Association 03/2022
- TB Basic Validation American Lung Association 05/2022
- Trained on basic human anatomy and utilize medical terminology and responsible communication in the healthcare facility.
- Knowledgeable about HIPAA/HITECH, OSHA, CMS 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
- Dedicated 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 Reference

1. Jordyn Boling Area Manager, Amazon (833) 774-2779
2. Adedapo Adeogun (317) 464-3078