

FATIMA IMAM

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Professional Summary:

I am a health care giver and a direct support professional. I am qualified as a Certified Nursing Assistant and work currently with Indiana Mentor now known as Sevita. I also combine some other freelance jobs in my free time as a CNA. Prior to the aforesaid I have worked in many other areas including manufacturing and ecommerce.

Work History:

Indiana Mentor Now Sevita

Job Title: Direct Support Professional

October 2020 to Present

- Administer medication as directed by physician
- Provision of care and support for clients/residence and or individual
- Diagnose patients and deliver treatment with medication administration and specimen collection.
- Taking and checking of vital signs on regular basis
- Provision of daily need for individual
- Helped clients maintain optimal health by overseeing medication for all doctors appointments.

Walmart Fulfillment center

Job Title: Warehouse Associate/Quality Inspector

September 2018 to September 2020

- Auditing of customers Order for accuracy
- Packing and Shipping of Customers Order
- Packing and processing of customers Request
- Quality assurance of goods shipped to customer on a continuous basis
- Ensure internal quality control of the companies asset

Nigerian Breweries Plc Job Title:

Warehouse Associate August 2014 to August 2016

- Quality assurance and Inspection of the company Products
- Inspection of customers Order and ensure prompt Delivery of Goods
- Auditing of and Inspection of Customer Order prior to shipment for accuracy
- Packing of customer shipment

Education and Certification:

Vincennes University

Certified Clinical Medical Assisting

January 9, 2022 TO May 30, 2022

National Healthcareer Association(www.uhanow.com)

Accredited by the National Commission for Certifying Agencies (NCCA)

Recognized by the Accrediting Bureau of Health Education School (ABHES)

Recognized by the Commission on Accreditation of Allied Health Programs (CAAHEP).

- 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.

High School:

- Inisha Grammar School Nigeria, 1993
- Certified Nursing Assistant Day Spring Career Institute Indianapolis, Indiana 2021

Skills Skills:

- Effective Communication
- Professionalism
- Promoting Team and Collaboration
- Thinking Critically and Solving Problems.
- WIN Career Readiness-Essential Soft Skills Certification 2022

Industry Skills:

- CPR American Heart Association 2022
- First Aid American Heart Association 2022
- TB Administrator Certification 2022

References

Bosede Idowu 317-772-4323

David Odole 317-702-0444

Oluwaseyi Idowu 317-970-5409