

# SHAKIRAT HARUNA

143 N Lawndale Ave. Indianapolis, IN 46224

347-579-4503

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## **Professional Summary:**

Healthcare and home companion with a strong history of providing support to elderly clients and seeking to transition into a business environment to deliver comprehensive administrative assistance. Providing knowledge of clerical tasks, project support, scheduling, time management, assignment prioritization and customer service. Quickly resolving issues, handling conflicting priorities, remaining flexible and striving to exceed organizational goals.

## **Work History:**

Brightstarcare, Indianapolis, IN

January 2018 to Present

Title: Home Health Aide

- Ensured safety and well-being of each patient in alignment with the care plan.
- Helped clients with managed home care, ensuring efficacy of care by monitoring health status.
- Completed entries in log books, journals and care plans to accurately report patient progress.
- Maintained a clean, safe and well-organized patient environment.

Nurse and More, Indianapolis, IN

November 2016 to December 2017

Title: Home Health Caregiver

- Accurately updating and recording patient medications and allergies in patient chart upon each visit
- Reported unusual or urgent circumstances in patients' condition or environment immediately to nurse supervisor
- Assisted patients with dressing, grooming and feeding needs, helping to overcome and adapt to mobility restrictions.
- Provided direct personal care and administrative services to clients.

Ace Medical, Lagos Nigeria. July 2014 to August 2016

Title: Home Health Aide

- Provided information about health system navigation, patient rights and health information privacy.
- Ensured safety and well-being of each patient in alignment with the care plan.
- Completed entries in logbooks, journals and care plans to accurately report patient progress.
- Worked to improve and enhance patient lives through effective and compassionate care.
- Helped clients with managed home care, ensuring efficacy of care by monitoring health status.

## **Soft Skills**

- Effective Communication
- Professionalism
- Promoting Team and Collaboration
- Thinking Critically and Solving Problems.
- WIN Career Readiness-Essential Soft Skills Certification 2021

## **Industry Skills:**

- CPR American Heart Association 2022
- First Aid American Heart Association 2022
- TB Administrator Certificate 2022
- Certified Nursing Assistant(CNA) 2015- 2022
- Home Health Aid (HHA) 2017-2022

## **Education:**

Vincennes University

*Certified Clinical Medical Assisting*

January 9, 2022 to May 30, 2022

National Healthcareer Association([www.uhanow.com](http://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 Diploma**

Monikab High school. ketu Lagos 2003

## **References:**

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