

FOLUKE OLADEJI

2304 GRAND PRIX DRIVE, INDIANAPOLIS IN 46224

Cell: (317) 702-6166

Email: foluke_dada@yahoo.com

Professional Summary

Dedicated individual with a passion for working within a medical setting. Seeking employment in a caring environment to utilize my knowledge and skills.

Work Experience

New Hope of Indiana

August 2020-Present

Direct Support Professional

- Assisting individuals with medication, bathing, hygiene and grocery shopping.
- Taking individuals to their various day service programs and medical appointments

Cicerox Multilinks, Lagos, Nigeria

October 2011 – January 2017

Branch Control/System Engineer

- Oversaw a team of network associates that handle troubleshooting and coupling of computer hardware.
- Performed computer system configuration.
- Managing operations, working collaboratively with design engineers, operation Engineers, purchasers and other internal staff to achieve the common goal of the company.
- Managed projects at a reasonable cost and timely manner.
- Enforced safety and quality standards amongst team members.

Education:

Vincennes University, Indianapolis, IN

February 2022 - June 2022

Certified Clinical Medical Assisting

EXPECTED GRADUATION DATE, June 4, 2022

National Health career 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).

Federal University of Technology

2007 – 2011

Akure, Ondo State, Nigeria

Bachelor of Technology

Soft Skills:

WIN 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
- TB Basic Validation 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, 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
- Skill sin laboratory, specimen collection techniques, cardiopulmonary testing, pharmacology and medication administration

Professional References:

- Olatunde Omojola, (540) 940 1533
- Bolanle Adetoye, (757) 779 7469