

RACHEL OLUWAKEMI GRAVES

456 Broken Bow Trail, Apt 2003, Indianapolis, IN 46214

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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 IND 8, Indianapolis, IN Customer Returns	July 2021 – present
XPO Logistics (Now GXO), Lebanon, IN Dept, Zone Leader, Safety Member	Feb 2020 – July 2021
Performance Health, Camby, IN Quality Control	Sep 2019 – Feb 2020
Kuehne & Nagel (K &N), Camby, IN Quality Control	Dec 2018 – Sep 2019

Education:

Vincennes University, Indianapolis, IN <i>Certified Clinical Medical Assisting</i> 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)	Feb 2022-June 2022
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Osun State College of Technology, Esa-Oke, Osun State, Nigeria 1991
Bachelor of Science in Business Administration

Our Lady of Apostle Annexe, Osun State, Nigeria 1987
High School Diploma

Soft Skills:

WIN Career Readiness- Essential Soft Skills Certification <ul style="list-style-type: none">• Effective Communication• Conveying Professionalism• Promoting Teamwork and Collaboration• Thinking Critically and Solving Problems	May 2022
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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
- Skills in laboratory, specimen collection techniques, cardiopulmonary testing, pharmacology and medication administration

References:

1. Rachael George Rachaellove2004@yahoo.com 317-712-1871
2. Bolaji Oyebade oyebadebolaji20@gmail.com 317-918-3051