

# EKONG ETIETOP FELIX

*Highly organized and detail-oriented professional with 5 years of experience in data entry, social media management, medical records, and business development. I am adept at streamlining operations, enhancing online presence, and ensuring data accuracy and confidentiality. My goal is to drive organizational growth and deliver exceptional service*

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## EXPERIENCE

**Advanced QT , New York USA ( Part Time )— Data Entry Specialist & Premium Freelance Service Provider**

OCTOBER 2023 - PRESENT

- Registered over 200 Companies & Uploading Job of these companies
- Registration Of over 100 New Members into the platform
- Meeting scheduling for onboarding of new members

**Ministry of Lands & Survey , Ebonyi State Nigeria ( NYSC ) — Data Entry Specialist & Data Management**

DECEMBER 2023 - NOVEMBER 2024

- Data Entry for processing Certificate of occupancy, Power of Attorney and Deed of gift for land owners
- Collaborated with surveyors, land officers, and other stakeholders for data collection and verification
- Prepared and organized physical and digital documents for data entry
- Verified data by comparing it to source documents and correcting discrepancies

**Immanuel General Hospital, Akwa Ibom State Nigeria— Medical Records**

JANUARY 2023 - AUGUST 2023

- Patient data entry and compilation of patient data by hierarchy of numbers is assurance of confidentiality
- Hospital Data Analysis
- Reviewed records for completeness, accuracy, and compliance with regulations
- Participated in the preparation of outpatient and inpatient monthly reports.

## SKILLS

- Data Management & Entry
- Social Media Management & Strategy
- Medical Records Management & Organization
- Microsoft Excel & Google Sheets
- Analytical & Critical Thinking
- Communication & Teamwork
- Confidentiality & Privacy
- Digital Marketing
- Project Management

## CERTIFICATES & AWARDS

- Digital Marketing -GOOGLE AFRICA
- Project Management - GREAT LEARNING
- Brand Management - GREAT LEARNING
- Product Management - GREAT LEARNING
- Management of intimate partner violence in humanitarian settings - WHO
- Influenza Prevention And Control - WHO
- Health inequality

**OctaavNal Jewelries And Accessories, Lagos State Nigeria —**  
*Brand/ Promotion Strategist & Social Media Manager*

JANUARY 2020- AUGUST 2022

- Analyzed target markets, including current trends in language and interests
- Identified appropriate channels for promotion, including organic and paid media
- Created content calendars and strategies for regular engaging content
- Developed campaigns to promote the brand, attract new followers, and engage existing ones

## EDUCATION

**Ecole De Techniciens Supérieurs Du Benin Republic — BSC**  
*Health Information Management*

SEPTEMBER 2020 - OCTOBER 2023

**Ecole De Techniciens Supérieurs Du Benin Republic — BSC**  
*Management Information Systems*

SEPTEMBER 2019 - OCTOBER 2022

**Revelation Secondary school, Akwa Ibom State Nigeria —**  
*High School Certification – WASSCE & NECO*

SEPTEMBER 2010 – AUGUST 2016

monitoring  
foundations:  
Health data  
disaggregation –  
WHO

- Mental health and psychosocial support: Clinical management of rape and intimate partner violence in humanitarian settings- WHO
- Chromoblastomycosis: Training for national and district-level health workers – WHO
- Clinical Management Of Rape Victims – WHO

## LANGUAGES

- English – Fluent
- French – Intermediate