

Ekong, Etietop Felix

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Summary

Etietop Ekong is an accomplished medical records professional and social media manager with experience spanning healthcare administration, digital marketing, and brand management.

Currently serving as a Medical Records Clerk at Immanuel General Hospital, Etietop oversees patient record maintenance, data analysis, and monthly reporting. He holds a Bachelor's Degree in Health Information/Medical Records Administration and is knowledgeable in systems like ICD-10 and HCPCS.

Previously, Etietop was the Social Media Manager for OctaveMal Jewelry Accessories where he executed product launches, grew engagement, and boosted website traffic by 30% and online sales by 25%. His passion is connecting consumers and brands through creative digital strategies.

When he's not compiling patient histories or crafting social campaigns, you can find Etietop choreographing dance routines, designing jewelry, or capturing stunning photographs wherever his travels take him. He is a lifelong learner who recently completed a Digital Marketing course while working full-time.

With his diverse healthcare administration and digital marketing skillset, Etietop is a driven young professional who delivers excellent results for every brand, business, or workplace.

SKILLS & ABILITIES

Documentation & Data Entry

Understanding of medical terminology

Communication Skills

Knowledge Of Microsoft word, Microsoft Excel

Content Development

Time Management

Excellent written & Verbal Skills

Basic Knowledge Of SEO

Basic Data Analytics

Experience



Information Communication Technology Specialist

Ministry of Lands, Public Works, Housing, and Urban Development

Dec 2023 - Present (3 months)

- . Working here as a Corp Member (NYSC)
- . Database Management
- . Power Or Autonomy Creation
- . Certificate of Occupancy Submission

Freelance service provider

AdvanceQT.com

Oct 2023 - Present (5 months)

- . Registration Of Candidate CV on the platform
- . Posting of jobs on the platform
- . Registration of new candidates who want to be part of the platform
- .

Medical Records Clerk

Immanuel General Hospital

Jan 2023 - Oct 2023 (10 months)

Analyzing trends and communicating these to the management.

- Compile and maintain patient's medical records to document condition and treatment and to provide data for research or cost control and care improvement efforts.
- Participate in preparation of outpatient and inpatient monthly reports.
- Scanning onto the system and safe storage of hard copy consent forms.
- Filing, i.e., patients' files, reports, birth notification forms and other key correspondences.
- Process patient admission and discharge documents.
- Review records for completeness, accuracy, and compliance with regulations.
- Collection and filing, including electronically, of reports of other departments on a daily, weekly, and monthly basis.
- Extract and analyses hospital and maternity data and statistics.
- Release information to persons and agencies according to regulations
- Preparation of quarterly/monthly meeting minutes.
- Extracting from the Electronic Health Record hospital and maternity monthly reports.
- Maintaining hospital surveillance reports.
- Maintain confidentiality and privacy of all medical rec

Medical Clerk

Ekson Construction Company limited

Oct 2022 - Dec 2022 (3 months)

Pre-placement screening

- Safety critical medicals
- Health surveillance
- Management referrals for health issues
- Drug and alcohol testing
- Well-being programmers
- Workplace assessments
- Health risk assessments

Social Media Manager

OctaveMal Jewelry Accessories

Sep 2020 - Aug 2022 (2 years)

- Creating and managing content across various social media platforms like Facebook and Instagram
- Writing engaging captions and post scripts to accompany visually appealing images or videos in line with brand's tone, persona, values and marketing objectives.
- Interacting with customers and followers in a timely and professional manner, responding to queries, feedback and reviews, and managing customer complaints in a constructive way.

- Tracking and analyzing social media metrics like engagement, reach, traffic, conversion, and demographics using various social media analytics tools like Google Analytics, Sprout Social, Hootsuite, etc.
- Collaborating with other team members and partners, such as designers and photographers to create compelling visual content.
- Staying up-to-date with the latest social media trends, technologies and algorithms to improve the overall performance of the social media strategy and ensure it remains competitive.ial media platforms like Facebook, Instagram, Twitter, Pinterest, and TikTok.
- Writing engaging captions and post scripts to accompany visually appealing images or videos in line with brand's tone, persona, values and marketing objectives.
- Interacting with customers and followers in a timely and professional manner, responding to queries, feedback and reviews, and managing customer complaints in a constructive way.
- Tracking and analyzing social media metrics like engagement, reach, traffic, conversion, and demographics using various social media analytics tools like Google Analytics, Sprout Social, Hootsuite, etc.
- Collaborating with other team members and partners, such as designers and photographers to create compelling visual content.
- Staying up-to-date with the latest social media trends, technologies and algorithms to improve the overall performance of the social media strategy and ensure it remains competitive.

Medical Records Clerk

Immanuel General Hospital Eket

Jun 2021 - Sep 2021 (4 months)

Provide administrative support to medical doctors, specialists, and patients.

Served as a member of the Medical Records Standards Team, which developed a system wide process established to increase patient satisfaction and customer service.

Completed and submitted timely, accurate personal productivity reports to supervisor or supervisor's designee regarding scanning and indexing of electronic medical records

Education

 **Ecole de Techniciens Supérieurs du Bénin - Université de la Grâce**

Bachelor of Science - BS, Health Information/Medical Records Administration/
Administrator

Sep 2019 - Oct 2022

Revelation Secondary School Eket Akwa Ibom State Nigeria

WASSCE : Physics Maths, biology, Chemistry Agriculture Civic Education Marketing,
English , Science

Sep 2012 - Aug 2016

Licenses & Certifications



Health inequality monitoring foundations: Health data disaggregation - World
Health Organization



Influenza Prevention And Control - World Health Organization



Digital Marketing - Google



Introduction to the clinical management of rape and intimate partner violence in humanitarian settings - World Health Organization

OpenWHO



Mental health and psychosocial support: Clinical management of rape and intimate partner violence in humanitarian settings - World Health Organization

OpenWHO



Management of intimate partner violence in humanitarian settings - World Health Organization

OpenWHO



First line support: Clinical management of rape and intimate partner violence in humanitarian settings - World Health Organization

OpenWHO



Clinical management of rape - World Health Organization

OpenWHO



Chromoblastomycosis: Training for national and district-level health workers - World Health Organization

OpenWHO

Skills

Writing • Facebook Ads • Google Ads • Marketing • Creative Writing • Social Media Communications
• Social Media • Strategy • Administration • Microsoft Office