



ETIETOP EKONG

Social Media Management || Data Entry Specialist || Medical Records Management|

Experience: 5 years | **Available:** 2 Weeks | **Location:** Akwa Ibom

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ABOUT ME



Detail-oriented and highly organized professional with years of experience in data entry, social media management, and medical records management. Skilled in maintaining accuracy, efficiency, and confidentiality while handling sensitive information and driving digital engagement. Passionate about leveraging my expertise to support organizations in streamlining operations, enhancing online presence, and delivering exceptional service.

What I Bring to the Table:

- **Data Entry Excellence:** Proven ability to input, update, and manage large volumes of data with 100% accuracy. Proficient in tools like Microsoft Excel, Google Sheets, and database systems.
- **Social Media Management:** Expertise in creating and executing social media strategies to boost brand awareness, engagement, and growth. Skilled in content creation, scheduling, and analytics across platforms like Instagram, Facebook, LinkedIn, and Twitter.
- **Medical Records Management:** In-depth knowledge of maintaining and organizing medical records in compliance with HIPAA and other regulatory standards.

WORK EXPERIENCE



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

Internship & Graduate | Data Entry Specialist
Abakaliki Ebonyi State, Nigeria
2023-11-01 | 2024-11-01

- National Youth Service Corps NYSC
- Data Entry & Management
- Provide training or guidance to colleagues on data entry best practices
- Work closely with surveyors, land officers, and other stakeholders to collect and verify data.
- Prepare and organize physical and digital documents for data entry.

- Review and validate data for errors, inconsistencies, or missing information
- Verify data by comparing it to source documents and correcting discrepancies

AdvanceQT.com

Senior level | Data Entry Specialist

California , United States

2023-10-01 | 2024-05-01

- Tasked with Updating website with current job openings for job seekers
- Uploading CVS and Resume to the website
- Interviewing job seekers to ensure that they were fit for the role the applied for
- Onboarding new recruits
- Meeting scheduling & ensuring everyone is present during meeting sections
- We opened a new site where' we posted products and services there I still played the role of a data Entry Specialist

Immanuel General Hospital

Internship & Graduate | Medical Records Officer

Eket , Nigeria

2023-01-01 | 2023-07-01

- 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 record

OctaveMal

Executive level | Promotion Strategist / Social Media Manager

Lagos , Nigeria

2020-10-01 | 2022-09-01

- Analyzing and understanding the target market, including current trends in terms of language and interests.
- Identifying the right channels to use based on the research done. This includes both organic and paid media.
- Setting up accounts on all relevant social media networks.

- Creating a content calendar or strategy for releasing engaging content regularly.
- Developing campaigns to help promote the brand, attract new followers, and engage with existing ones.

EDUCATION



Ecole de Techniciens Supérieurs du Bénin - Université de la Grâce

Degree | Management information systems

Revelation Secondary School Eket Akwa Ibom State Nigeria

High School (S.S.C.E) | WASSCE

JOB SKILLS



Data Entry &
Management

Communication &
Team

Medical Records
Organisation

Social Media
Management

Data Entry & Database
Managemen

Critical
Thinking

Analytical Thinking

LANGUAGE SKILLS



English

French

ASSOCIATIONS



Red Cross Society: First Aider

CERTIFICATES & AWARDS



Clinical management of rape: Certificate | 2023

Digital Marketing: Certificate | 2023

Product management: Certificate | 2024

Project Management: Certificate | 2024