

TREASURE, OMOTESE IRABOR-BENSON

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Ago Palace Way Okota Lagos

SUMMARY Organized and motivated employee eager to apply time management and organizational skills in various environments. Seeking entry-level opportunities to expand skills while facilitating company growth.

SKILLS Advanced anatomy knowledge,
Analytical thinking and problem-solving skills Lab equipment setup
Patient consultation and counselling
Sense of independence
Communication skills
Health maintenance organization (HMO) Officer

EXPERIENCE

07/2021- CURRENT

Healthcare Assistant, **WIND OF GRACE HOSPITAL**, Lagos, Nigeria

- Provided direct patient care
- Assisted in consultation and documentation of treatment, recorded patient's history, vital statistics and test results in electronic medical records
- Oversaw day-to-day practice functions, patient care, medical and administrative staff and business activities
- Set-up equipment for healthcare professionals
- Educated patients about medications, procedures and physician's instructions
- Reviewed patient's vitals, current complains, and case details to fully understand symptoms and accurately access conditions.
- Created plans to achieve organizational goals, promote employee welfare and deliver quality patient care
- Interviewed patient to obtain medical information, weight and height measurement and vital signs to aid physicians with patient care planning
- Assisted in the autoclaving and sterilization of instruments after a surgical procedure
- Assisted patient of diverse ages for personal hygiene and mobility
- Monitored patient's vital sign such as blood pressure, body temperature, pulse etc

03/2019- CURRENT

Human Resources Manager and Health Maintenance Organization (HMO) officer,
WIND OF GRACE HOSPITAL, Lagos, Nigeria

- Oversaw cash and credit card payment transaction at the front desk
- Handled payment process and provided customers with receipts and proper bill and change
- Replied to telephone, emails and in-person requirements
- Conducted transaction, confirming patient information and processing according to standard protocol
- Received and attended to HMO enrollees in the facility
- Signed agreements with new organization that want to partner with the facility
- Resolved issues concerning the eligibility and activeness of enrollees, request for code and submission of claims for enrollees

11/2021- 11/2022

IT intern, **Ker Diagnosis Center**, Lagos, Nigeria

- Collected, labelled and stored laboratory samples according to laboratory specifications.
- Verified quality of specimen by centrifuging specimen
- Processed hematology, serology and clinical chemistry samples and gave accurate result after experiment

EDUCATION

11/2021

Bachelor of science, Anatomy

Bowen university, Osun state, Nigeria

07/2017

SSCE

Baptist Model High School, ijegun, Lagos, Nigeria

07/2015

JSCE

Primarks international School, Lagos, Nigeria

