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# Christabel Okorodudu

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## OBJECTIVE

A highly dependable, skilled, and energetic Medical Assistant with a special interest in the medical field with an outstanding personality, great communication skills, and excellent patient care capability; ready to provide effective chair side support to the medical team.

## SUMMARY OF QUALIFICATIONS

### Administrative

Appointments, filling, letter composition, patient records, telephone techniques, referrals, insurance, coding, billing, accounting, authorize drug refills, Microsoft Word, Excel, and MediSoft (traditional & digital) Patient education, HIPAA trained, OSHA certified, Treatment tray set-up, sterilization, CPR/BLS certified (current).

### Clinical

Remove sutures and change dressings; recording vital signs ;explaining treatment procedures to patients; draw blood and give injections; collect and prepare laboratory specimens, or perform basic laboratory tests on the premises ;sterilize medical equipment and dispose of contaminated supplies; prepare patients for X-rays; take electrocardiograms ; instruct patients about medications and special diets.

## WORK EXPERIENCE

### Transcorp - Data Entry Clerk

04-06/2019 Houston, TX

- Evaluated source documents to locate information needed for each data entry field
- Managed electronic record database and handled all file requests
- Corrected or reported any data entry error to prevent later issues such as duplication or data degradation.

### Cornerstone Daycare Academy – Teacher / Caregiver

2018-2019 Cypress, TX

- Answer phones
- Performed basic assessment of newborns and infants
- Provided quality care for children

## EDUCATION

### PIMA MEDICAL INSTITUTE, Houston, TX

Medical Assistant Diploma - 05/2020

### UNIVERSITY OF HOUSTON, Houston, TX

Bachelor of Science in Biology – expected grad date: 05/2021