**CHUKWUDI IFEOMA LINDA**

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 **Personal Summary**

1 am experienced, hardworking, compassionate, and highly organized individual, with a strong record of providing exceptional care to patients. With 5 years of experience on the front line of care delivery, I have helped numerous individuals overcome everyday difficulties and improve their quality of life. expertise in business administration and management, Certified in CPR, AED, and Basic Life Support. I possess effective inter-personal and communication skills needed to work in partnership with nurses, medical staff, patients, and their families. As one who finished several course in health and other related care services, I understood that any client placed under my care should be treated as a unique individual regardless of disabilities and health status. Also, duties should be carried out according to the care plan of the individual; no negligence nor malpractice to avoid a law suit against the firm or myself. I am Able to follow clear instructions and work in a polite manner and carry out the required tasks during a shift.

**Areas of Expertise**

Direct Patient Care| Home care Aide |Medical Assistant Administrative Duties| Vital Signs Monitoring| Administering Medication| Infection Control | health & Safety | Health Records Management| Supportive Role| Teamwork and Collaboration| dementia care | holistic care| palliative care

| Communication and Patient Advocacy | Emergency Response |Health and Social Care services| | Health Promotion and Education| Basic life Support| Fully aware of equilty and diversity issues | Risk management.

Objectives: As a business administration and management professional, my primary objective is to use my expertise in record keeping, planning, researching, and customer service to drive operational efficiency and productivity. I will be responsible for developing and implementing strategies that not only maximize organizational performance but also prioritize customer satisfaction. My role will involve overseeing daily operations, managing resources effectively, and fostering a positive work environment.Additional By leveraging my expertise in business administration, I will contribute to the overall success of the organization while enhancing customer satisfaction and driving growth.

**Courses Attended**

2024 **-** Phlebotomy Certification

**2024 - Personal and Home care Aide By EOEA Canvas USA**

**2023 - Health Care Assistant**

2023 - Care Certificate (15 care Standards) Care Tuition .Co. Uk

2023 - Diploma in Nursing and Patient care | by Alison

2023 - Level 3 Diploma In Health & Social Care Course by Alison

2023- Level 2 Certificate Safe Handling of Medication in Health and Social Care by Alison.

2023 - Mental Health Dementia, and Learning Disability | Care Tuition .Co. Uk

2023 - Equality and Diversity | Care Tuition. Co. United Kingdom.

2023 - Handling Information| Care Tuition. Co. United Kingdom.

2023- Lifesaving Cardiopulmonary Resuscitation(CPR) River Completion|British Heart Foundation.

2023 - Automated External Defibrillator (AED) First Aid Training .UK

2023 - Basic First Aid and First Aid for Knife Attacks (level 2) (VTQ) Pro Training

2015 - General Health Safety And Environment Course| Institute of Safety Professionals of Nigeria.

2015 - HSE Competence Development Course (level 3) Institute of Safety Professionals of Nigeria.

**Relevant Work Experience**

 **Comprehensive Health Center Oyigbo PortHarcour Rivers State, Nigeria**

 **Volunteer HealthCare Assistant,| 2nd August 2023 – Present**

 **Job Responsibilities**:

* Assisting in Hospital Wards with Vital Signs and provide chaperone support during sensitives procedures and examation.
* Providing care to patients under the direct supervision of registered staff.
* Assisting patients with Body weight, height, pulse rate, respiration rate, and any changes in symptoms.
* provide individuals and their families with crucial support during challenging times and ensure that vulnerable people - both children and adults alike - are safe from harm.
* Taking care of patients' personal hygiene and Upholding Ethical Standards
* Provide Person - Centric Care, and encourage patients to keep blowing out during spirometry test.
* promoting healthy lifestyles and prevention, by providing information on healthy eating, exercise, and other lifestyle choices. I also assist in the delivery of public health programs and vaccination campaigns.
* Maintaining a Clean and Sterile Environment: Ensuring a safe environment, cleaning and sterilizing medical equipment.
* Transfer patients from beds to chairs, and Use of wheelchairs.
* Assisting with Immunizations and Family Planning, ensuring that patients understand their care plan and that their needs are addressed in .
* Assisting with daily activities like medications and dressing while offering companionship, as well as aiding to ensure optimal health and well-being in each person I encounter.
* Administrative tasks:handling patient records, and maintaining stock of supplies.
* Ensuring food and drink are within easy reach and accessible to the patient.
* Assist healthcare professionals during various medical procedures, such as wound dressings, Child – Delivery.
* administering medications, collecting samples including venipuncture and performing basic diagnostic tests Electrocardiographys (ECGs) test.
* **Achievements include**: Problem-Solving, Finding solutions and alternatives that meet

The needs and concerns of the patients and maintaining a safe and secure environment byimplementing safety protocols, promoting, and regular reviewing Safety practices. I contribute to the delivery of high-quality, patient-centered care, helping to improve patient outcomes and overall satisfaction with the healthcare system.

 **Nigeria Red Cross Society | Port Harcourt Rivers State, Nigeria**

 **Service group Volunteer | 2nd August 2023- Present**

 **Job Responsibilities**:

* A Volunteer for the Nigerian Red Cross society in Port Harcourt Rivers state, Providing Relief and supports to those in Disaster and Crisis.
* Helping families and communities Prepare for emergency when ever required in order to save lives and offer First Aid, and CPR assistance.
* Helping individuals navigate social systems, access needed services, or manage changes or challenges more easily.
* I work well as a service group member with values, work ethic and genuine passion, Advocating for Individuals and Communities.
* I am motivated by seeing positive outcomes meeting and interacting with people gives me energy to keep going.
* **Achievements include**: leadership, Effective communication, teamwork, and adaptability in achieving organizational goals. And proactive in identifying community health needs and developing appropriate interventions.

 **Personal Care Assistant| Mr. Anakudo Christopher |**

 **October 3, 2011 - August 11, 2016**

 **Job Responsibilities:**

• Tasked by the family of the client to provide person- centered care to their father Experiencing stoke and Alzheimer disease which has lead to dementia, memory loss, changes in behaviour, difficult with language Such as struggling to find the right word, and Making unwise decisions.

• I am Assisting him with Personal care, such as bathing, grooming, dressing, and using the restroom to maintain his cleanliness and hygiene.

• Medication management: Ensuring that he takes prescribed medications on time, tracking usage, and reporting any concerns to the healthcare provider.

• Meal preparation: Planning, preparing, and serving meals and snacks, taking into account his dietary needs and preferences.

• Mobility assistance: Helping him to move around safely, using mobility aids such as a wheelchair or walker, and assisting him with transfers between bed, chairs, or other surfaces.

• Monitoring health: Observing vital signs, and reporting any changes in his physical or emotional well-being, to the healthcare team if concerns arise.

• Housekeeping: Performing light housekeeping tasks such as tidying up, doing laundry, and maintaining a clean and safe living environment.

• Companionship: Providing emotional support, engaging in conversation, and participating in recreational activities to enhance his quality of life.

• Running errands: Accompanying him to medical appointments, grocery shopping, support options, therapies and other activities needed.

• Documentation: Maintaining accurate records of daily activities, care provided, and any concerns or incidents that occur.

**Achievements include**: as a Personal Care Assistant to Mr. Anakudo Christopher, I fulfilled a wide range of duties available to help manage the symptoms and improve the well-being of the client living with the condition. I was dedicated to providing exceptional assistance and improving the quality of life for the patient throughout my employment period

 **Other Work Experience**

 **Our Lady of the Holy rosary Chaplaincy | Church Accountant |**

 **3 April 2017- Present**

* 7 year’s experience working closely and efficiently with the CIWA community, Creating
* accurate financial reports, track payrolls and file documentations, operate POS cash

 Register.

* Preparations of pledge forms and recording of their redemptions. E.g Received and enter data points such as names, addresses, phone numbers and payment information.
* Efficient Service with high level of accuracy
* Receiving top ratings during all 5 years in the community.
* Monitoring cash and ensuring quality customer service at all times
* Handling transactions daily and count money in cash drawer to ensure the amount is correct.

 **Class Teacher (NYSC) Community Secondary School | Okporo Road,**

 **Port Harcourt River State Nigeria |5th july 2010 – 5th july 2011**

* Provide religious education and guidance to students.
* Responsible for teaching, organizing and leading prayers.
* Facilitating discussions on religious topics, and promoting moral values and ethical behavior.
* Organize religious events and activities, such as chapel, services or retreats, to enhance students spiritual growth and understanding.

 **Achievements include**: creating a positive and inclusive classroom environment

 that Encourages student participation and discussion.

 **First Bank of Nigeria PLC | Harbour Road Port Harcourt, River State Nigeria**

* One (1) year industrial Training Attachment (I.T) | 2007
* Diligent, trust worthy teller with 1 year of experience
* Trained 3 new I.T students
* Ensure increase in the transaction volume of the Bank.
* Maintained a detailed knowledge of all banking products and services.

 **Skills**

* Excellent Communication and good interpersonal Skills
* expertise in business administration and management
* An understanding of the concept of confidentiality
* Observational skills
* Leadership skill
* Ability to follow clinical policy and procedure
* Basic knowledge of personal care & excellent hygiene skills.
* Intergrity and Honesty
* Quality customer service
* Computer skills
* Effective time management
* Diligent and Respectful
* Ability to multi-task, continual learning opportunities
* Critical thinking and problem solving
* First Aid Responder
* A Positive Attitude Towards Work, A willing to Learn And a Dedication to improve the life of others.

 **Education**

 2023 - Business Administration and Management| PASS GPA: 3.67

 |National Open University of Nigeria (NOUN) |Post Graduate Diploma (PGD)

 2009 - Business Administration and Management |Higher National Diploma

 (upper credit)GPA:3.32|

 Institute of Management and Technology Enugu State, Nigeria.

 2008 - Diploma in computer operation| Olumaco Technology, Enugu State, Nigeria.

 2006 - Business Administration and Management |Ordinary National Diploma

 (upper credit)GPA:3.01|

 Institute of Management and Technology Enugu State, Nigeria.

 2005 - Preliminary Program Business Administration and Management (pass)

 |Institute of Management and Technology Enugu State, Nigeria.

 2002 - Senior Secondary School Certificate (SSCE)| Idaw River Girls Senior

 Secondary School Enugu Nigeria.

 1996 - Primary school leaving certificate(PSLC) Zik Avenue Primary School

 Uwani Enugu State Nigeria.

 Interests:

* Research
* Reading
* Care/Helping others
* Traveling
* Cooking
* Sports
* Team work
* Empathy

**REFERENCES-** Available on request.