

Blessing Babarinde
1152 Seventh Avenue
Anoka, MN 55303
763-445-1689 | | bl3ssing18@gmail.com

Education:

Master of Healthcare Administration Purdue Global University (online)	Present
Bachelor of Science in Health and Medicine Sciences, Sociology minor Minnesota State University, Moorhead (MSUM), Moorhead, MN	May 2018
Associate of Arts Anoka Ramsey Community College, Coon Rapids, MN	December 2017
<ul style="list-style-type: none">• 50 credits Post-Secondary Enrollment Option (PSEO)	

Experiences:

Administrative Support , Relieve Care and Relieve Medical Supply, Coon Rapids, MN	November 2019 - Present
<ul style="list-style-type: none">• In changer of managing employees, patients, and customers' confidential documents securely.• Verify customers' insurance eligibility and benefits, and submit prior authorization to third-party payers• Perform daily cash transactions and submit credit card payments deposit in QuickBooks.• Create invoices in QuickBooks and bill patients' insurance companies.• Follow HIPAA guidelines and comply with MN Department of Human Services policies, rules, and regulations.• Orientates new hire employees.• Skilled in completing weekly schedules to accommodate all employee availability and during staff shortages.• Contribute to the company's privacy, legal, and community support team to deliver the best services.• Microsoft Office Skills: PowerPoints, Word, Access Database, Publisher, Excel, etc.	
Patrol officer , MSUM, Moorhead, MN	April 2017 - May 2018
<ul style="list-style-type: none">• Serve 6,500 students and 500 faculty and staff at a large public university patrolling the campus and responding to emergency calls and stakeholder needs, and ensuring campus buildings are safe and secure• Advanced conflict management and communication skills through active, empathetic, critical listening skills, paraphrasing client narratives, and building rapport and trust with all stakeholders served• Complete incident reports on any interaction conducted in the field for follow-up, documentation, and use in the court or legal system• Collect and keep professors' and students' confidential information safe and secure.	
Personal Care Attendant , Joyous Care & Family Preservation, Brooklyn Park, MN	November 2016
<ul style="list-style-type: none">• Supported three individuals (a senior, an adult, and a high school student) with home management tasks, housekeeping, administering medicine, and performing daily hygiene tasks to give them greater independence, autonomy, and quality of life	
Personal Care Attendant , Uplifted Care, Brooklyn Park, M	May 2018
<ul style="list-style-type: none">• Tended to a non-mobile paraplegic patient that was reliant on a vent for breathing, assisting him with medications, apparatus support, suctioning his trachea, and monitoring his vital signs during the night shift	
Nursing Assistant	Present
<ul style="list-style-type: none">• Assist patient with daily activities, taking vital signs, assist with a comfortable lifestyle.	
Children Ministry Volunteer	Present
<ul style="list-style-type: none">• 5-8 years old Sunday's school teacher	

Skills:

Speak 4 Languages: •English • French • Yoruba • Ewe
Customer Service
Data Analyzing and Detail-Oriented