

Deborah Akpoguma

Ottawa, ON
(343) 988-8011
deborahakpoguma@gmail.com

EXPERIENCE

MDOS Consulting, Ottawa, ON — Office Support Assistant

September 2022 - Present

- Manage existing contracts using Excel spreadsheets, Tableau, and Python ensuring that they meet all requirements and are completed within budget.
- Collaborate with team members to create and submit successful Request for Proposals responses.
- Act as a point of contact for clients and resources by answering any questions or concerns and keeping them updated on the status of the contract.
- Perform various office administrative tasks such as coordinating meetings, preparing presentations, creating and updating contracts, and organizing and managing contract documentation.

Thera-Business, Ottawa, ON — Junior Medical Writer / Researcher

September 2020 - June 2022

- Summarized clinical study results and appraised studies for study suitability and data contribution.
- Collected, cleaned and analyzed data from longitudinal and cross-sectional studies.
- Facilitated the creation of reports and other client deliverables using Microsoft Office.
- Performed proofreading and quality assurance tasks.

Thera-Business, Ottawa, ON — Drug Editor / Reviewer

September 2020 - June 2022

- Maintained the drug database using Microsoft Excel.
- Reviewed and updated the drug database on a fixed schedule.
- Appraised documents for database suitability.

CBI Home Health, Ottawa, ON — Client Care Coordinator

February 2020 - August 2020

- Used scheduling software to fulfill patients' care plans.
- Provided field staff with accurate schedules on an ongoing basis.
- Communicated with care providers, patients and families, to ensure schedules were carried out effectively and efficiently.

VOLUNTEER EXPERIENCE

Friendship Circle of Ottawa, Ottawa, ON — Companion / Activity Host

July 2019 - Present

Distress Centre of Ottawa & Region, Ottawa, ON — Crisis Line Responder

July 2019 - September 2020

SKILLS

Proficiency in MS Office applications, including Excel.

Proficient in Python, SQL, JavaScript.

Proficient in Tableau

Excellent Organizational skills.

Strong organizational skills with the ability to manage multiple tasks, activities and priorities.

Excellent communication skills.

Excellent problem-solving skills.

EDUCATION

University of Ottawa

January 2016 - December 2019
Biomedical Science

McMaster University

May 2020 - May 2022
Applied Clinical Research Cert.

LANGUAGES

English