

SARAH PONLE

Telephone no: +2348123552208

Email: ponlesarah013@gmail.com

Location: Ikotun, Lagos, Nigeria.

PROFESSIONAL PROFILE

- I have worked locally in management and operational capacity with ability to adapt with any new environment. I have experience in providing polite professional assistance via phone, mail and email and I have a basic knowledge in writing and creating creative content ideas for little businesses
- I have made a personal decision to use the best of my ability and experience effectively and efficiently to achieve personal growth and success for myself and the organization I work with.
- I have gained experience Promoting Authentic Partnerships with Patients, Families and Health-Care Teams for the Creation of Person-Centered Culture Change

SKILLS

- Proficient in the use of social media platforms.
- Desktop publishing-- proficient in the use of Ms word.

EDUCATION

- Diploma in Call Center Training –WAVE Academy-2023
- B.Sc Ed in Health Education (2nd Class, Upper) – Lagos State University – 2023

CAREER SUMMARY

Health Care Assistant

December 2023- May,2024

Lota Medical Center - Lagos, Nigeria

Key responsibilities

- Taking vital signs (e.g., temperature, pulse, blood pressure)
- Ensuring patients take prescribed medication at the correct times and doses
- Offering comfort, companionship, and reassurance to patients during their stay
- Assisting patients with moving around safely, including walking and using wheelchairs
- Supporting nurses and doctors during procedures like dressing changes, wound care, and child birth delivery
- Keeping patient living areas clean and tidy
- Communicating with patients and their families about care plans, progress, and any changes
- Following hospital policies and procedures to ensure patient safety and well-being

Health Education Internship

November 2022 –February 2023

Iba primary health center- Lagos, Nigeria

Key responsibilities

- I worked at Iba primary health center on an internship program.
- I worked under the position of the health educator assistant.
- I gained practical experiences on various health services.
- Promoted sexual health with tailored campaign and testing options.
- Introduced prevention measures to proactively boost health outcomes.

Internship Teaching

January 2022 – March 2022

Rose of Sharon group of school - Lagos, Nigeria

Key responsibilities

- I gained experience on teaching students.
- Facilitated smooth running classroom activities through effective collaboration with teachers.
- Developed teaching methods for increased student engagement, improving year on year exam success.
- Prepared visual aids, equipment and classrooms display for daily lessons.
- Practiced proven behavior management strategies to help manage classes of 20+ students.

SKILLS

- Proficient in the use of social media platforms
- Desktop publishing-- proficient in the use of Ms word.

PROFESSIONAL ASSOCIATION

NAPHER-SD-The Nigeria Association for Physical, Health Education, Recreation, Sports and Dance

March 2018 to present

- Promotes awareness on health promotion, preventions, treatment and education.
- To further the growth of professional standards by continuous evaluation of its training programs.
- To support and promote development of physical, health education and recreation

PERSONAL DATA

- Date of Birth -----2nd July 2001
- Sex ----- Female
- Marital Status-----Single
- State of Origin-----Osun
- Place of birth----- Lagos
- Religion----- Christianity
- Language ----- English and Yoruba.

REFERENCES

TOSIN RUTH

Emerald- shine travels& consultancy services ltd

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Relationship: Administrative assistant

DR PATRICK DIKE

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Relationship: Managing Director