

ELVIN UCHENDU

Contact

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Objective

To be allowed the opportunity to use my recognized interpersonal, analytical, and organizational communication skills to problem solve in diverse work environments.

Employment

DSHS

Administrative Assistant

McNeil Island
January 2022 - Present

Works independently to provide the only administrative support to the Social Service Specialist Manager and Social Service Specialists team at the Total Confinement Facility

Keep Chief of Discharge Planning and the Social Service Specialist Manager informed of any changes that need to be made in supporting the team's collaboration between internal and external social work

Assist staff with typing letters, updating forms and faxing to appropriate parties

CHI Franciscan

Virtual Companion

Tacoma, WA
January 2021 - January 2022

Communicating with nursing staff

Reporting updated information to rotating staff

Advocate South Suburban Hospital

Patient Transport

Hazel Crest, IL
April 2019 - November 2020

Multitasked under pressure

Reprioritized when presented with new information

Explained tasks when new employees express confusion

Wal-Mart

Cashier

Homewood, IL
May 2017 - May 2019

Managed customer expectations

Interacted pleasantly with diverse customers and personalities

Trained new employees and helped made them feel comfortable

Education

Governors State University

January 2019 - August 2021

Bachelors of Health Science(B.H.S.) in Community Health 2021

Minor in Psychology 2021

Prairie State College

August 2016 - December 2018

Associate of Arts(A.A.) in Pre-Occupational Therapy 2018

Skills

WEB

HTML 5

CSS 3

JavaScript

MICROSOFT

Microsoft Word

Microsoft Teams

Microsoft Excel

DATABASES

SQL

MYSQL

IDE/EDITORS

VisualStudio Code

VERSION CONTROL

Github

Bitbucket