**AMINAT O. OJIKUTU**

347-882-8476

[aminat.ojikutu@yahoo.com](mailto:aminat.ojikutu@yahoo.com)

**EXPERIENCE**

**Certified Phlebotomist**  Aug. 2018 – Present

Grifols Plasma Center

* Skillful and precise in performing venipunctures and capillary punctures; collecting, preparing and storing blood samples; and verifying medical records. High level of accuracy and attention to detail. With my skills, experience, I have never failed to obtain samples from a patient.
* Demonstrated knowledge of medical terminology, infection control procedures, quality assurance support and data entry and retrieval.
* Possess excellent patient-relations skills – known for having a gentle touch and the ability to alleviate patient anxieties. My excellent communication with patients enables me to obtain blood samples efficiently that most patient are surprised the collection is complete and they did not feel pain or discomfort.
* Builds rapport with donors to ensure overall customer satisfaction with the center to support long-term donation.
* CPT II certified by the State of with experience within hospital and blood bank

**91D Tactical Power Generation Specialist** July 2015 – Present

US Army E-4 Specialist (Reserve)

* Conduct maintenance on tactical utilities, power generation sets, internal combustion engines and associated equipment.
* Responsible for overhauling equipment and perform maintenance and other repair work on mobile and stationary power plants.

**Data Entry/Order Processing Specialist** Feb. 2015 – Aug. 2018

Mortgage Contracting Service, Dallas

* Accurately and efficiently interpreting and processing orders in consistence with the product specifications, standard operating procedures and on-time delivery goals under minimal supervision. My knowledge of the system and procedures made me the go to person for training of new personnel.
* Verified customer and account data by reviewing, correcting, deleting, or re-entering data.
* Ability to work in a team to achieve common goals as well as solid problem-solving skills to handle customer issues. My colleagues sometimes seek my knowledge on difficult assignments.
* Strong organizational and data management skills as well as ability to work calmly under pressure and in tough situations. I was the point of contact when my co-workers have irate customers.
* Emailed customers advising of order status and offering resolutions such as selecting new item or cancelling order and issue credit
* Answered email request from vendors on order issues in Order Processing such as incorrect measurements, damaged items, creating new purchase orders and emailing customer service to re-enter orders with correct or new information

**SKILLS**

* Proficiency in Microsoft Office, including Excel, Word, PowerPoint and Outlook.
* Good oral and written communication skills

Ability to use a Windows PC and utilize multiple applications at the same time

**EDUCATION**

**Bachelor of Science - Biology** May 2018

Grambling State University, Grambling Louisiana

**AWARDS**

* Honor Roll
* Dean’s list
* President’s list