

Sulaimon Fedai

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- Qualifications/Skills: Javascript,HTML,CSS,React,Node.js, Top Secret Clearance, Customer Care and Satisfaction, Administrative, Medical records, Medical Machine Operations, Teamwork, Adaptable, Leadership, Highly motivated,

Experience:

Saint Barnabas Hospital

2019-

- Praised for efficient handling of administrative duties (e.g., answering phones, scheduling appointments, maintaining medical records, processing patients, billing and bookkeeping) that allowed doctors and nursing staff to focus on the health concerns of their patients.
- Demonstrated proficiency in taking patient medical histories and vital signs, as well as in performing venipunctures, injections and diagnostic procedures and ancillary tests (e.g., EKGs, immunoassays, chemistry analysis, hematology, urinalysis and sigmoidoscopies).
- Ensured the cleanliness, sanitation and maintenance of all facilities, exam rooms and equipment.
- Helped implement practice's quality assurance and control program. Efforts ensured compliance with HIPAA, CLIA and OSHA regulations; improved patient satisfaction; and lowered monthly overhead by 12%.
- Reacted calmly and effectively in emergency situations, and added the personal, caring touch that immediately put patients at ease.

Enterprise

Driver 2019-2021

- Drive and deliver vehicles locally or out of area as needed, following all rules of the road
- Deliver customers and vehicles to appropriate destination in a safe and courteous manner
- Ride with or follow another driver to drop off vehicle(s) or pick up multiple vehicles
- Organize travel route and ensure vehicle paperwork is accurate and timely

Amazon

Warehouse Associate 2019-2020

receiving and processing incoming stock and materials

picking and filling orders from stock, packing and shipping orders, managing, organizing and retrieving stock and other.

Naval Health Clinic Cherry Point 2015-2017

Hospital Corpsman

Carried out patient care and patient customer service and clinical services such as supply; using great communication skills, my medical knowledge and technical skills. Performed task such as checking in patients, obtaining vital signs, preparing procedures for the physician. Conducting monthly training with fellow coworkers to keep everyone up to date with latest procedures and policies. Provided care to over 7200 patients annually.

- Admit, transfer, and check out patients ensuring all medical records digitally
- Provide surveys and questionnaires to help with overall patient satisfaction
- Conducted training on pediatric wellness to fellow sailors to 24 Corpsman.
- Taught and completed medical procedures

Education

- Rutgers Bootcamp 2021-2022
- Certified Medical Assistant 2017
- U.S. Navy Hospital Corpsman Technical Training, San Antonio TX 2015
- EMT Basic 2015
- 23 Credits Completed from County College of Morris 2013