

# PAUL OLUWADARASIMI OSANEBI

## Curriculum Vitae

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## Profile Summary

Motivated Public Health professional experienced in medical support, patient coordination, data management, and remote healthcare administration. Skilled in documentation, research data handling, and digital tools.

## Professional Experience

### Medical Support Intern — Jimékun Basic Health Centre (2024)

- Supported patient record documentation and follow-ups.
- Assisted in immunization, maternal & child health, TB, malaria and polio programs.
- Entered and managed health data for 200+ respondents with accuracy.

### Virtual Assistant (Freelance) — Remote (2023–Present)

- Managed schedules, emails, and communication for multiple clients.
- Organized digital records and maintained workflow structure.

### Administrative & Documentation Support — SRC Office (2023–2025)

- Maintained documents, reports, and internal communications.

### Data Entry Specialist — Freelance (2022–Present)

- Accurate entry, cleaning, and formatting of health and research data.

## Education & Certifications

### B.Sc. Public Health (In View, 2025–2029)

Kwara State University, Malete

### National Diploma in Public Health (2023–2025)

African Oasis College of Health Technology

### Certifications

Google Data Analytics — Coursera; Customer Service Essentials — Coursera; Zendesk Customer Support Fundamentals; Google Digital Skills — Digital Marketing Basics; HIPAA Training (Pending).

## Projects

EchoFuel AI YouTube channel branding; KDP publications; Contraceptive use assessment study (data entry).