

**PAUL OLUWADARASIMI OSANEBI**

**Medical Virtual Assistant**

Supporting Healthcare Providers With Accurate Patient Care & Administrative Excellence

Email: paul2oluwadarasimi@gmail.com | Phone: +234 916 016 2631 | Ondo State, Nigeria

## About Me

I am a Public Health professional and Medical Virtual Assistant experienced in patient support, medical documentation, scheduling, and remote clinical workflows. I prioritize accuracy, confidentiality, and improving efficiency for healthcare teams.

## Core Skills

Patient scheduling and follow-ups; EHR basics; Medical documentation; Prescription & lab coordination; Data entry & digital filing; HIPAA awareness; Clear patient communication; Time management.

## Professional Experience

### **Medical Support Intern — Jimekun 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).

## Work Samples

### Sample Patient Follow-Up Note

Patient contacted for scheduled check-in. Confirmed medication compliance and discussed progress. Patient reported improved symptoms, and next appointment was confirmed. Advised to call back if any new symptoms appear.

### Sample Appointment Scheduling Entry

Patient: Mr. A. Daniel — April 5, 2025 — 9:30 AM — Check-up & Lab Result Review — Confirmed

### Sample Professional Response

"Hello, thank you for your message. Your request has been documented and shared with the medical team. Please expect an update shortly."

Thank you for reviewing my portfolio. I look forward to supporting your medical team.