

TAKYIWAA REGINA

GW-0625-6666

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Objectives

Passionate and dedicated educator with a diploma in health information management and a year of teaching experience. Proven ability to create inclusive and engaging learning environments, adapting teaching methods to diverse learning styles. Specialized in social studies, religious and moral education, English, math and science and skilled in integrating technology for enhanced learning. Committed to ongoing professional development, fostering collaborative relationships, and instilling a love for learning. Excited to contribute expertise to an institution that values educational excellence.

Experience

Health information officer (National Service) ▪ NOVEMBER 2021 – SEPTEMBER 2022
Elmina Polyclinic ▪ P.O.BOX 74

- Utilized DHIMS2, Ghana's health data management system, to collect, analyze, and interpret data.
- Collate daily inpatient and outpatient returns.
- Conducted data analysis using Excel, SPSS and EPI INFO software.
- Ensured the implementation of effective health data management practices through conducting supervisory visits.

Health information officer (Internship) ▪ NOVEMBER 2020 – DECEMBER 2020
JEMA DISTRICT HEALTH DIRECTORATE ▪ Jema- Kintampo

- Monthly data entry in DHIMS2
- Collate monthly reports submitted by various facilities in the district
- Conducted data analysis using Excel, SPSS and EPI INFO software.
- Ensured the implementation of effective health data management practices through conducting supervisory visits.

Primary Teacher ▪ MAY 2017 – AUGUST 2018
Higher height school complex ▪ Kintampo

- Teaching pre-school and lower primary English and RME
- Lead various day-to-day school activities.
- Provide extra tuition to school pupil.

Skills

- Good communication skills
- Good interpersonal relationship
- Proficient in Microsoft word, excel and PowerPoint.

Education

- College of health and well-being
August 2021 ▪ Diploma health information management
- Yefriman Senior High (WASSCE)
May 2017 ▪ General Arts

References

1. Peter Otoo (Head of Department)
Health information officer (Elmina polyclinic)
024602307
2. Kojo Manu
Higer Heights complex school (Proprietor)
0244960476