

NWAKAEGO CECILIA NWANA

Healthcare Assistant

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Address; 89 Elvington,Kings Lynn, PE30 4TB

Professional Summary;

Compassionate and patient- focused Healthcare Assistant, keen to support clients with quality care living. Am able to converse in a polite manner and carry out the routine healthcare tasks required by patients.Am able to follow clear instructions and possesses the required inter-personal communication skills needed to work in partnership with medical staff, patients and relatives.Am supportive, understanding, encouraging and have been commended for providing dignified and dependable care by several professionals, while caring for my sick mother,relatives and others. Now,am seeking for suitable role with reputable employer.

Qualifications ;

- 1.Business Management and Marketing (PGD) from Birmingham City University, International College,Birmingham, United Kingdom .**
- 2.OTHM LEVEL 3 DIPLOMA in HEALTH AND SOCIAL CARE from LONDON COLLEGE OF PROFESSIONAL STUDIES,Conning Town, London.**
- 3.HIGHER NATIONAL DIPLOMA in MASS COMMUNICATION from INSTITUTE OF MANAGEMENT AND TECHNOLOGY,Enugu, Nigeria.**
- 4.NATIONAL DIPLOMA in MASS COMMUNICATION from INSTITUTE OF MANAGEMENT AND TECHNOLOGY,Enugu,Nigeria.**

Professional Trainings and Certifications;

1. Stroke Awareness
2. Care Certificate
3. First Aid
4. Basic First Aid Awareness
5. Basic Life Support
6. End of Life Care
7. Medication
8. Dementia Awareness
9. Acquired Brain Injury

10. Continence promotion
11. Dignity in Care
12. Data protection
13. Learning disability Awareness
14. Move and Assist Practical
15. Infection Prevention and Control
16. Lone Worker
17. Core Communication Skills
18. Safe guarding Children L1 and L2
19. Safe guarding Adult L1 and L2
20. Information Governance
21. COSHH
22. Fire Safety
23. Food hygiene
24. Health Safety and Welfare
25. Behaviours that Challenges
26. Stoma Care
27. Person Centred Planning.

Core Skills and Competencies:

- >Adhering to all Healthcare trust policies guidelines and concept of confidentiality.
- >Medication Administration,Basic wound care, Personal care and housekeeping.
- >Patient handling safeguarding knowledge and Clinical waste disposal.

Working Experience :

1. ATIPA HEALTHCARE GROUP,17 Eastgate Street, Stafford, Staffordshire, ST16 2LZ.- (July,2023 - Till Date). DUTIES ;Healthcare Assistant

- I carry out all tasks in a way that demonstrates respect for the privacy, dignity and value of all users, irrespective of severity or disability of personal circumstances.
- I conform to all Policies and Procedures laid down by the Organization detailed within the Company's employee handbook and Health & Safety handbook in respect of carrying out these Care Duties and in other administrative aspects of the business, as relevant.
- I maintain accurate, concise and timely records of service user care, diary sheets, time sheets and mileage sheets.
- I check for the signs of distress or anxiety on my clients: any deterioration in physical and / or mental health, or safety of the environment, and to report these as a matter of urgency to my manager.
- I help care home residents with their personal care which includes getting dressed, washing and eating.
- I utilize equipment to move patients when necessary and take the patient's vital signs such as blood pressure and temperature.

- I administer medication under supervision (as detailed in their individual medication administration record).
- I am involve with writing residents' care plans and ensure that the resident's needs and wishes are met.
- Providing information to family members regarding the care plan
- I gently encourage residents to get involved with recreational activities and hobbies.

**2. BIRMINGHAM CITY UNIVERSITY INTERNATIONAL COLLEGE - United Kingdom
PGD - Business Management and Marketing (September,2022 - June,2023).**

3. IRIEBE CARE HOME. Iriebe, Port Harcourt, Nigeria.- (March,2020 - September,2022).

DUTIES : Healthcare Assistant

- I prepared nutritious and healthy meals for my client, managed the medication administrations in line with the prescription.
- I helped my client with personal care,including making use of bathroom,toilet/bedpan, pick out clothes and get dressed/undressed,and oral care including brushing of teeth.
- I spent time with my client,discussing about younger life activities, and does household chores,to maintain healthy environment.

**4. NEWBIRTH ENVIRONMENTAL PROJECTS LTD,Port Harcourt ,Rivers State.
(July,2017 - February,2020).**

DUTIES : Business Development Officer

- I develop business and marketing plans in coordination with Managing Director to achieve revenue goals.
- I assist in company's branding and media communication activities such as press releases, advertisements, marketing collateral and web site.
- I develop and coordinate the Company Health and safety Policies.
- I develop creative strategies to retain the clients including interviewing them to take their feedback and incorporate it into the growth plan.
- I develop strong customer relationships in order to generate high volume of prospective clients.

5. KINS TECHNICAL SERVICES,Port Harcourt ,Rivers State.- (September,20012 - June,2017).

JOB EXPERIENCE;Business Administrative Officer

DUTIES :

- I organize and manage schedules and calendars for staff, managers, and senior-level officers.And also Organize a filing system for important and confidential company documents.

- I maintain and update company databases, receive and process communication channels, including email, phone, and physical mail.
- I assist human resources department with payroll and personnel databases, Confer with accounting department to help make payments.

6. Nursing Mother /Home making and baking, Port Harcourt, Nigeria.- (January,2008 - August,2012).

7.MOTHERCARE INTERNATIONAL SCHOOL, Aba, Nigeria.- (February,2005 - December,2007).

DUTIES ; Classroom Teacher

- I create innovative policies and interactive lessons plans with national curriculum, to prepare students for external examinations.
- I develop and implement policies and practices which promotes school commitment to provide effective education to student.
- I support students in a mixed ability setting , using adaptable lesson plan and encouraging an environment of peer support through regular group work and discussion.
- I ensure that all student works are marked fairly, utilizing other departmental staff to crosscheck given grades.

8.Personal Care Assistant to my mother, diagnosed with Stroke. Port Harcourt, Nigeria.- (November 2003 - January 2005).

DUTIES :

- I managed the medication administrations in line with the prescription.
- I helped with personal care,including making use of bathroom,toilet/bedpan.Assisted to sort out clothes and get dressed/undressed,and oral care including brushing of teeth.Etc.

9.MINISTRY OF INFORMATION,Dutse,Jigawa State.-ONE YEAR National Youth Service Corp. - (September,2002 - September,2003).

JOB EXPERIENCE; liaison Officer

DUTIES; Documentation of reports &Field works.Processing and distribution of information.Receives and liase with clients on business related issues.

10.INSTITUTE OF MANAGEMENT AND TECHNOLOGY, Enugu, Nigeria.

Higher National Diploma and National Diploma (September,1996 - August, 2002).

VOCATIONAL/PART TIME JOB ;

1.Sonika International Schools, Rumunduru,Eneka, Port Harcourt, Rivers State.- (December,2020 - September,2022).

DUTIES : Classroom Teacher

- I deliver interesting and engaging lessons to a wide range of students in preparation for WAEC examinations..

- I promote classroom discuss through reading and storytelling, to ensure knowledge comprehensive and improve student confidence and collaboration.
- I establish and maintain safe learning and playing environments for all student.
- I work closely with parents/guidance, communicating regularly about daily activities and individual behaviour of their children within the classroom.
- I identify student who are underachieving,I create and implement effective plan action to support them.

REFERENCE; Will provide upon request