Chidera Onyeka Glendale, NY 11385, cnonyeka1@gmail.com, (202)286-9382

EDUCATION

St. Francis College Brooklyn, NY Bachelor of Science, Nursing, May 2026

Austin Medical Assistant Program Forest Hills, NY, Phlebotomy Technician, June 2022

Benjamin Banneker Academic High School Washington DC, *High School Diploma*, GPA: 3.89/4.0, June 2019

PROFESSIONAL CERTIFICATIONS

- BLS CPR Certified, July 2024
- NHA Certified Phlebotomy Technician, July 2022

LANGUAGE & COMPUTER SKILLS

- Proficient in Spanish
- Proficient in Microsoft Word and PowerPoint

RELEVANT EXPERIENCE

Northwell - FlexStaff Front Desk Secretary July 2022 - August 2024

- Greeting patients
- Scheduling/checking in patient appointments
- Verifying patient insurance
- Answering phones and directing patient questions
- Communicating with clinical staff regarding patient care
- Sorting incoming patient documents and delivering to proper staff person
- Faxing referrals/patient information to other doctors' offices
- Obtaining insurance authorization for imaging exams

Chapin Home for the Aging Fresh Meadows, NY *Unit Secretary* June 2021 – July 2022

- Collecting and scanning medications to be returned to the pharmacy
- Capturing photos of new admissions
- Making and distributing resident armbands
- Distributing office supplies to nursing stations
- Filing into resident charts

- Creating charts for new admissions
- Documenting room changes and discharges
- Disassembly of expired/discharged resident charts
- Use of MatrixCare EMR System to access resident charts