

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