

# Olusewa Shongotosin

Anderson, SC 29621

[olusewashongotosin@gmail.com](mailto:olusewashongotosin@gmail.com)

+1 864 328 4810

Authorized to work in the US for any employer

## Work Experience

---

### **LPN (Licensed Practical Nurse)**

Nurse Associates - Greenville, SC

October 2019 to Present

Deliver adequate care to patients/residents as a nurse contractor

### **Unit Secretary/HUC**

Greenville Memorial Hospital - Greenville, SC

October 2017 to Present

- \* Answered call lights for patients in a timely manner to ensure excellent care is provided.
- \* Admitted and discharged patients according to standard procedures.
- \* Answered phones and directed calls to necessary personnel.
- \* Performed secretarial duties, utilizing knowledge of medical terminology and hospital, clinic and laboratory procedures.
- \* Maintained patient confidentiality in regards to all patient care in compliance with federal regulations.

### **LPN**

Southern Oaks Rehabilitation - Piedmont, SC

September 2019 to August 2020

Assess, document on residents using electronic PCC MAR/TAR, administer medication and treatments, delegate tasks etc

### **Medical Assistant**

Med Care Urgent Care - Anderson, SC

September 2014 to February 2017

- \* Named Employee of the Month March 2015
- \* Assisted patients with check-in/check-out of the facility.
- \* Verified patients' insurance claims via various software
- \* Managed patient referrals and performed patient billing duties with accuracy.
- \* Answered a multi-line phone system
- \* Assisted physicians by performing triage procedures as needed.

## Education

---

### **Associate in Applied Science in Nursing**

Tri-County Technical College - Pendleton, SC

August 2020 to December 2021

### **Diploma in LPN**

Tri County Technical College - Pendleton, SC  
January 2018 to July 2019

### **Certification in Nursing Assistant**

Tri County Technical College - Pendleton, SC  
June 2018

### **Associate in Science**

Tri-County Technical College - Pendleton, SC  
January 2018 to May 2018

### **Associates of Arts**

Piedmont Technical College - Greenwood, SC  
2014

## Skills

---

- MEDICAL TERMINOLOGY (Less than 1 year)
- OFFICE MEDICAL (Less than 1 year)
- DOCUMENTATION (Less than 1 year)
- EMR (Less than 1 year)
- HIPAA (Less than 1 year)
- CPR
- CNA
- Medical Records
- Microsoft Word
- Receptionist
- Vital Signs
- Data Entry
- Customer Service Skills
- Filing
- Nursing
- Medication Administration
- Triage
- Medical Office Experience
- Experience Administering Injections
- Patient Care
- Epic
- Laundry
- Insurance Verification
- Caregiving

- Documentation review
- Typing

## Certifications and Licenses

---

### **CNA**

June 2018 to June 2020

### **CPR/AED**

August 2020 to August 2022

### **Licensed Practical Nurse**

September 2019 to Present

## Additional Information

---

Dedicated and compassionate nursing professional whom is skilled in reliable patient care and communication. CPR certified and clinical on the job training gained experience as a CNA.

### Nursing Skills

Patient Care & Safety, Basic Medical Terminology, EMR, Vital Signs & Patient Monitoring, Privacy/HIPAA Regulations, Patient Advocacy & Support, Documentation/Record Keeping, and Enthusiastic Caregiver.