

ANGELA OMASAN WILLIAMS

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EDUCATION

- Certificate in Medical Coding and Billing | December, 2024
Ensign College | Salt Lake City, Utah, U.S.A.
Relevant Coursework: Medical Terminology & Anatomy for Coders, Language of Medicine, Body Systems, Healthcare Reimbursement Methods, Medical Office Procedures and Compliance.
- Pathway-Connect Certificate | July, 2023
Brigham Young University - Pathway Worldwide | Provo, Utah, U.S.A.
Relevant Coursework: Leadership, decision-making, mathematical reasoning, effective communication.
- Bachelor's in Education | January, 2015
Delta State University | Abraka, Delta State, Nigeria.

EXPERIENCE

Capitol Hill Hospital/Clinic | Medical Records Clerk | Delta State – Nigeria | January 2024 – Present

- Organized and maintained accurate patient records, ensuring compliance with privacy standards.
- Streamlined filing processes, reducing record retrieval time by 30%.
- Assisted in scheduling and coordinating patient appointments.
- Implemented a digital record-keeping system, improving data accessibility.

Final Lap Events | Customer Relations Officer | Benin City, Edo – Nigeria | State, Jan 2023 – Jul 2023

- Managed client inquiries and provided tailored event solutions to enhance customer satisfaction.
- Coordinated event logistics and ensured seamless execution of client requirements.
- Developed and maintained a robust client relationship database.
- Resolved customer complaints effectively, increasing retention rates by 20%.

Morgan & Partners Data Logistics | Data Entry Clerk (Contract) | Warri, Delta State – Nigeria | Feb 2022 – Dec 2022

- Entered and verified large volumes of data with 99% accuracy.
- Maintained and updated company databases, ensuring data integrity.
- Assisted in generating detailed reports for client analysis.
- Collaborated with team members to meet tight project deadlines.

Presentation Children's Middle School | Classroom Tutor | Warri, Delta State – Nigeria | Jan 2019 – Dec 2021

- Advocated for girl-child participation in student leadership roles.
- Enhanced students' grooming standards, earning the school a community award for best-dressed students.
- Conducted personalized tutoring sessions, improving individual academic performance.
- Improved general class academic performance by 70% on average.
- Introduced IT formatting for student examination reporting.

VOLUNTEER EXPERIENCE

Morgan & Sons Data Logistics | Data Entry Clerk | Warri, Delta State - Nigeria April 2018 – Dec 2018

- Entered and verified large volumes of data with 99% accuracy.
- Maintained and updated company databases, ensuring data integrity.
- Assisted in generating detailed reports for client analysis.
- Collaborated with team members to meet tight project deadlines.

NATIONAL YOUTH SERVICE CORPS – NYSC | Corps Tutor | Edo State, Nigeria, April. 2017 – April. 2018

- Conducted after-school tutoring sessions, reducing failure rates by 40%.
- Mentored students and developed effective curricula.

SKILLS/INTERESTS/ABILITIES

- Strong organizational and time management skills.
- Excellent verbal and written communication abilities.
- Detail-oriented with a focus on accuracy and quality control.
- Ability to work collaboratively in a team-oriented environment.
- Proficiency in data entry and management tools (e.g., Microsoft Excel, Google Sheets, and database

HOBBIES & INTERESTS

- Community Service
- Creativity and Innovation
- Reading and Learning
- Traveling and Networking