

ELEODINMUO CHIDINMA SYLVIA

Ipaja, Lagos state

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CAREER PROFILE

A detail-oriented healthcare professional with experience in clinical diagnostics and hospital administration. Skilled in ECG, spirometry and patient care, with additional expertise in administrative coordination, documentation and operational support within healthcare settings. Adept at bridging clinical and administrative functions to improve efficiency and patient outcomes.

PERSONAL DETAILS

Sex:	Female
Nationality:	Nigerian
Local Govt:	Ekwusigo
State of Origin:	Anambra

SKILLS

- ECG operation and interpretation
- Lung function test (spirometry)
- Patients' assessment and monitoring
- Patients' care and education
- Team collaboration and communication
- Administrative coordination
- Medical records management
- Healthcare operations support

ACADEMIC QUALIFICATIONS

Nnamdi Azikiwe University, Awka, Anambra State Bachelor of Human Physiology(B.Sc)	2019-2024
Holy Child College, South-West Ikoyi, Lagos West African Senior School Certificate Examination (W.A.S.S.C.E)	2012-2018
Handmaids International Catholic School, Aguda, Surulere, Lagos First School Leaving Certificate (F.S.L.C)	2006-2011

WORK EXPERIENCES

Premier Care Diagnostics, Oregon, Ikeja

April 2026- May 2026

Administrative and Patient Care Officer

- Managed patient registration, appointment scheduling, and maintenance of accurate patient records.
- Performed administrative duties including data entry, documentation, and coordination of daily office operations.
- Facilitated communication between patients, healthcare professionals, and internal departments to ensure seamless service delivery.
- Responded to patient inquiries, concerns, and complaints, providing timely support and resolution.
- Delivered exceptional customer service by guiding patients through hospital processes and addressing their needs professionally.
- Escalated complex patient issues appropriately and followed up to ensure satisfactory outcomes and a positive patient experience.

Premier Care Diagnostics, Oregon, Ikeja

June 2025 – March 2026

Radiology Admin (NYSC)

- Managed patient documentation within the radiology unit
- Ensured proper uploading of MRI, CT and X-ray scans to reporting platforms (Instantrad)
- Coordinated communication between radiologists and referring doctors.
- Maintained accurate patient records and ensured confidentiality
- Supported workflow efficiency within the radiology department

Lagos University Teaching Hospital (LUTH), Idi-Araba

January 2025 – April 2025

Pulmonary function technologist (Intern)

- Conducted spirometry tests and explained procedures to patients.
- Monitored and recorded vital signs (blood pressure, pulse, respiratory rate) during patient evaluations.
- Assisted in respiratory assessments for clinical research.
- Educated patients on lung function tests.

Lagos University Teaching Hospital (LUTH), Idi-Araba

June 2024 – December 2024

ECG technician (Intern)

- Assisted in ECG recording and basic interpretation
- Participated in cardiovascular assessments for clinical research in cardiovascular physiology.
- Educated patients on cardiac health.
- Maintained the electrocardiograph and ensured high electrocardiogram accuracy.

REFERRES

Mr. Adaramola Boaz
Team Lead, Radiology Department
Premier Care Diagnostics
08072603172

Mr Udeme Udoma
Assistant Team Lead, Radiology Department
Premier Care Diagnostics
07061549680

