

Onyinye Livinus

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SUMMARY

Motivated recent Human Physiology graduate from Olabisi Onabanjo University with a strong background in healthcare, laboratory operations, and administrative support. Eager to apply skills in record management, data entry, documentation, communication, and Microsoft Office applications while growing within a dynamic healthcare organization. Highly organized, detail-oriented, and committed to supporting efficient operations, delivering quality service, and contributing positively to organizational goals.

EXPERIENCE

LABORATORY ASSISTANT (SIWES) | Jan 2025 — Aug 2025

Salvation Medical Laboratory - Ikenne, Ogun state.

- Maintained accurate laboratory records and documentation.
- Assisted with patient sample registration, labeling, and tracking.
- Supported administrative and operational activities within the laboratory.
- Ensured proper filing and organization of laboratory information.
- Worked closely with healthcare professionals to facilitate smooth daily operations.
- Followed quality assurance, safety, and infection prevention procedures.
- Assisted in data collection and record management activities.

HEAD OF ASSISTANT TEACHERS | Jan 2018 — Dec 2022

Dawn Micheals School - Okota, Lagos.

- Assisted in managing classroom records and student documentation.
- Communicated effectively with parents, pupils, and staff members.
- Maintained organized records and supported administrative activities.
- Assisted with lesson preparation and classroom coordination.
- Demonstrated strong interpersonal, organizational, and multitasking skills.
- Supported daily school operations and ensured a conducive learning environment.

EDUCATION

Olabisi Onabanjo University - Ago-Iwoye, Ogun State, Nigeria. | Bachelor of Science (B.Sc.)

| May 2023 - Jul 2026

Completed academic training in human physiology, research methodology, healthcare systems, laboratory procedures, and data collection.
Graduation completed; final classification still in view.

Okota Senior High School - Okota, Lagos. | Senior Secondary School Certificate Examination

| Sep 2012 - May 2015

SKILLS

MS office applications	Research and Data Collection
Record Management	Administrative Support
Attention to Detail	Communication Skills
Customer Service	Team Work and Collaboration
Time Management	Report Writing
Organization Skills	

CERTIFICATIONS AND LICENSES

ICH Good Clinical practice(GCP)- Certificate
Jobberman Soft Skills Training- Certificate
Jobberman Entrepreneurship and Small Business Training- Certificate
Jobberman Build Careers for Workplace Success Training-Certificate

HOBBIES AND INTEREST

- Reading health related articles
- Volunteering in community health programs
- Continuous learning and professional development
- Public health awareness
- Healthcare administration

REFERENCES

Reference available upon request