

ROSEMARY KAKRA ODURO

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PERSONAL PROFILE

I am ambitious, enthusiastic, hardworking, well-organised and very committed to my work. I am flexible and able to adapt to challenges when they arise while remaining aware of professional roles and boundaries. I can work under pressure without compromising on quality and effectiveness. Team player and adapt easily and quickly in new environments, I'm self-motivated and can lead by example.

SKILLS AND COMPETENCE

- Excellent problem solving, analytical and customer service skills
- Personal care and support
- Strong interpersonal and organisational skills
- Strong IT skills with excellent working knowledge in Microsoft Applications; Word, Excel, PowerPoint and Outlook. • Ability to analyse complex data
- Innovative thinking and can-do attitude
- Being open to innovation and new ways of working
- Excellent planning and administration skills

EDUCATION

ACADEMIC QUALIFICATIONS

- Diploma in Registered Midwifery

Cape Coast Nursing and Midwifery Training College, Ghana

August, 2014 – August, 2017

Certificate in Healthcare Assistant in Clinical (Health extension worker)

May 2006 – March 2008

- West African Senior School Certificate Examination

Aggrey Memorial Zion Senior Secondary School, Ghana

June,2002– August,2005

TRAINING

✚ Care/Support:

- Caredemy Online skills for care
11th November 2023
- Standard1: Understanding your role
- Standard2: Your Personal Development
- Standard3: Duty of Care
- Standard 4: Equality and Diversity
- Standard 5: Work in a Person-centred Way
- Standard6: Communication
- Standard 7: Privacy and Dignity
- Standard 8: Fluids and Nutrition
- Standard 9: Awareness of Mental Health, Dementia and Learning Disability
- Standard 10: Safeguarding Adults
- Standard 11: Safeguarding Children
- Standard 12: Basic Life Support
- Standard 13: Health and Safety
- Standard 14: Handling Information
- Standard 15: Infection Prevention and Control

WORK EXPERIENCE

- **Registered Midwife**
Swedru Municipal Hospital Ghana
June 2020- September 2023

Responsibilities

- **Implement primary and preventive care to manage acute and chronic care as well as the health concerns of patients in my care.**
- **Conduct preliminary physical assessment on patients, execute routine follow-up up and document all requisite information.**
- **Managed patients' health in terms of pain, symptom management, difficulty in breathing, and aspiration of secretions to help alleviate patient suffering.**

- **Supported patients and their families with their physical and psychosocial needs with assistance from other relevant health personnel.**
 - **Maintained complete confidentiality concerning every patient's medical record and received a 90%+ patient satisfaction rate.**
 - **Coordinated patient Admission and discharge arrangements by hospital admission and discharge policy.**
 - **Implements therapeutic and pharmacotherapeutic products as prescribed.**
 - **Adopts a patient-centred perspective as well as collaborative care to deal with patient's various medical needs.**
- † **Care Assistant (October 2009 – September 2011) Company name:Lims Healthcare Agona Swedeu Ghana**

RESPONSIBILITIES: Providing general care/support to service users, including personal care, helping with feeding, washing and dressing, companionship. Not also limited to the following • Upkeeping clients' hygiene.

- Ensuring clients' safety.
- Facilitating social-emotional support.
- Administering medications.
- Cleaning a client's living area.
- Managing activity or care schedules

† **Environmental Protection Agency – Ghana (April 2012– September 2013) Position: Assitant Administrator (voluntary worker) Responsibilities:**

- Assists in administrative work such as typing, receiving and dispatching of letters, printing of letters, filing of files and photocopying.
- Employees schedule preparation and allocation.
- Monitoring and inspection of proposed and existing facilities of proponents, making sure they comply with the rules and regulations governing what they intend to do or doing.
- Send out compliance letters to proponents whose facility's permit has expired to make sure they renew it.
- Assist Proponents in the filling of their new or renewal forms.
- Write minutes at meetings.
- Attend public Hearing, thus gathering of views, ideas and consent of people living in the area where proponents want to establish their business.
- Report writing on the impact the business might have on the people in the environment and its surrounding.

REFERENCES

- Available upon request