

Aziza T. Lawal
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EDUCATION:

- Bachelor Science degree of Health Information Management from SUNY Polytechnic Institute, Utica, New York ~ May 2018 (last semester)
- American Heart Association Certification CPR & AED expire: 2019
- **Electronic System Tools Proficiency:** Fully engage Microsoft Office. Input and extract data for development of reports and interrelational graphs. Swiftly apply multi-task call center & administrative support. Streamline query, apply medical terminology and codes, track billing, retrieve / organize schedule appointments and chart physician orders.

PROFESSIONAL EXPERIENCE:

St. Peter's Hospital **Albany, New York 2014 & 2017**

- Thoughtfully apply clear communication & data entry skills alongside exquisite customer service support & properly route multi telephone line.
- Appoint HIPAA Compliance laws & Quality assurance, while analyzing data within computer systems to mitigate issues or schedule appointments.

Zealous Professionals, LLC **Clifton Park, New York 2013-current**

- Strategically help individuals balance daily demands by listening attentively.
- Complete errands for customer's daily success to accomplishing more.

Manheim Cox Automotive **Clifton Park, New York 2015-2016**

- Accurately track auction bid through simulcast computerized system.
- Efficiently monitor and verify bid amounts.
- Strive to be dependable team player & maintain positive communication.

VOLUNTEER SERVICES

American Red Cross **Albany, New York 2012-2015**