



Wed. 3/4 @ 11am

Yusuf Abshir

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**Objective:** Health record clerk

- Skills:**
- Self-motivated and assertive.
  - quickly learn procedures and methods.
  - Organized and efficient.
  - Enjoy working with people.
  - Dependable - can work without supervision.
  - Demonstrated effective leadership skills.
  - Able to develop new ideas and processes.
  - Able to develop and implement new systems when necessary.
  - Able to create a workable schedule to meet deadlines efficiently.
  - A good morale builder.
  - Excellent communication skills.
  - Familiar with computer software.
  - Strong training skills.
  - Thorough understanding of company policy.
  - Proficient in speaking English, Somali, and Swahili.
  - Work well in a high pressure environment.
  - Talented in soccer and weigh lifting.

**Experience:**

Shiffo Home health care 2008-Present  
Howry Residential Services 2013- Present

February 2012 to May 2012 Rochester Community and Technical College Rochester MN  
**Science and Technology Worker**

- Prepared equipment of the Lab needed.
- effectively communicated with the students.
- Provided extra assistance to students with special needs, such as non-English-speaking students and those with physical and mental disabilities.
- Maintained computers in classrooms and laboratories, and assisted students with hardware and software use.
- Enforced administration policies and rules governing students.
- Presented subject matter to students under the direction and guidance of teachers, using lectures, discussions, and supervised role-playing methods like soccer and open gym

**Education:** Rochester Community and Technical College Rochester MN  
**Certificate** 2008  
Pharmacy Technician

Independent Contractor  
**Teacher Assistant**

Rochester  
2010

American Heart Association  
**Certificate**  
Heart Saver First Aid CPR AED

Rochester MN  
2011

Rochester Community and Technical College  
**Certificate**  
Earthquake Activity

Rochester MN  
2012

Working on Bachelor of Health care Management.

**Awards:** **Leadership Achievement**, Rochester Community and Technical College, 2008

**References:** Available upon request