

Kofoworola Adeleye

New Jersey | 609-496-8921 | kofoadeleyeee@gmail.com | linkedin.com/in/kofoadeleye/

Professional Summary

Public Health graduate with experience maintaining accurate electronic health records, organizing and reviewing data, handling confidential information, and supporting administrative and research workflows. Proficient in Consolo EHR and Microsoft Excel for patient information, incident reporting, procedure following and proper communication of issues. Detail-oriented, organized, and skilled in prioritizing competing responsibilities in a fast-paced environment. Seeking to apply these strengths to compliance documentation, reporting, and operational support.

Areas of Expertise

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| • Consolo EHR system | • HIPAA Compliance | • Administrative Workflow Support | • Documentation and Recordkeeping |
| • Data Entry and Organization | • Written & Verbal Communication | • Multitasking and Prioritization | • Microsoft Excel |
| • Microsoft Word & Office | | | |

Professional Experience

Direct Support Professional, EVERAS, Somerset, NJ

Aug 2025 to Present

- Coordinate day to day support activities according to individual needs and within the framework of multiple responsibilities and shifting priorities
- Maintain accurate and timely client records including daily progress notes, incident reports and medication documentation
- Monitor the needs and health status of 5 clients, identify changes and report concerns to supervisors and healthcare professionals as needed
- Follow established procedures while documenting sensitive client needs

Public Health Intern, STEIN HOSPICE, Somerset, NJ

Feb 2025 to May 2025

- Compiled and maintained information on 264 hospice patients to facilitate accurate and accessible records using Consolo EHR and Microsoft Excel
- Conducted analysis of patient demographics, diagnoses and health conditions to identify and summarize relevant trends
- Organized patient data and staff communications to support information sharing and administrative workflows
- Ensured accuracy and confidentiality when working with sensitive patient records

Academic Public Health Research Project, RUTGERS UNIVERSITY, New Brunswick, New Jersey

Feb 2025 to May 2025

- Conducted population-level health information analysis to explore common diagnoses and their relationship with quality of life and hospice care
- Organized and analyzed results into a formal presentation, communicating key trends and evidence-based conclusions

Federal Work Study, Rutgers State University, New Brunswick, New Jersey

Dec 2021 to Oct 2024

- Assisted with health-related research and administrative responsibilities by gathering, organizing and reviewing information
- Maintained clear and accurate records and used Microsoft Office, Word, and Excel to keep research materials organized and accessible
- Assisted with the maintenance of current records and materials for current research for later administrative projects

Skincare Brand Development Project

Sept 2026

- Developing a skincare brand concept focused on the idea that "less is more", emphasizing a simplified routine with safe ingredients
- Created a google form survey to gain consumer feedback on product preferences, routines, likes and dislikes, as well as unmet needs
- Receiving consumer feedback will help brand positioning and future development

Education

Rutgers University, New Brunswick, NJ

BACHELOR OF SCIENCE IN PUBLIC HEALTH