

Contact

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(LinkedIn)

Top Skills

- Excellent organization skill
 - Strong professional relation skills
- High Communication skills

Languages

French
English
Swahili

Certifications

File & Records Management
Bloodborne Pathogens for Health Staff
PD625 Regional Intact Work Group
Weapon of Mass Destruction Countermeasures
77-884: Microsoft Office Specialist: Microsoft Office Outlook 2010

Honors-Awards

Customer Service Award
Good idea Award
Mission Honor Award
Mission Honor Award

Douglas Mutay

Medical Administrative Assistant

Summary

I am a multi-faceted and efficient administrative professional with more than 10 years of experience in medical office management. I have had two years on Aircraft firefighting and rescue that has developed discipline and emergency solution skills. I have strong interpersonal and communications skills coupled with IT Skills; my Microsoft Office Specialist accreditation in Outlook makes me a candidate ready to hit the ground running. Currently taking certification as bilingual translator. I am also proficient in CAT applications and design programs.

Experience

U.S. Department of State, DR Congo
Medical Administrative Assistant
January 2012 - Present
Kinshasa

As medical admin assistant, I am completing many of the routine duties that are performed by general administrative assistants include planning and scheduling appointments and meetings, n, negotiating with 3rd parties medical facilities, organizing and maintaining files, managing projects, conducting research, making travel arrangements.

I am taking on duties that are specifically related to the medial field. As such, I am familiar with medical terminology and procedures. Furthermore, I assist medical scientists and physicians with creating speeches, reports and articles. Other typical duties include medical billing, dealing with insurance companies and setting up hospital or laboratory procedures for patients.

MONUSCO

Medical Records Assistant
August 2007 - December 2011 (4 years 5 months)
Kinshasa

My main task was to build electronic files based on the information and documentation submitted from the three Liaison Offices, two Medevac offices and 17 United Nations Own Equipment (UNOE) clinics.

I had to assign loose documents to the correct patient, document type, and episode of care and prepare documents for optical imaging system. These documents has to be reviewed to insure that they are legible, in order, and indexed.

I was also responsible to monitor the Hospital Management System, an electronic web-based system that manage all clinical activities of UN clinic across the mission.

Updating the check-in and check-out access database of MILOBS, International staff, National staff, IC's UNV and CIVPOL by monitoring the UN Field Support Suite databases for check-out.

I was tasked to assemble hard record of hospitalizations, repatriations, medical evacuations, or deaths records; prepare, record, disseminate and follow-up on all Medical clearances; prepare a UNOE HQ administrative weekly report covering hospitalizations, CI/CO's, vaccinations and eye test activities and on a monthly and yearly basis prepare for the Chief Medical Office and Force Medical Office office a mission-wide medical treatment & hospitalization report covering all UNOE and COE levels 1, 2 and 3 medical units.

And last task was to update the medical website with information, such as the monthly medical officer duty roster and events.

Under the guidance of the Chief Medical Officer and the direct Supervision of the Field Medical Officer for Kinshasa, I:

- Worked in close collaboration with the UN Mission Information Technology Unit on the set-up of the Medical Database on a mission wide level. This new system is used now within all medical facilities and has improved the efficiency of the work inside the UN Clinics.
- Travelled around the country to provide training and support to medical officers and others staff on the use of the developed system.

PAE

5 years 7 months

Dispatcher Clerk

March 2003 - July 2007 (4 years 5 months)

Handle administrative record related to aircraft departure, landing and other administrative document of the department such as interoffice memo, daily reports, incident reports;

Flight following (launch and recovery) between Kinshasa tower and United Nations Airfield

Monitor all operations by recording all aircraft movements, performing correct flight following and stay in radio contact with Kinshasa airport Tower to monitor all UN aircraft positioned in the DRC territory). Broadcast and record in a log book and others operation sheets all ramp significant activities concerning aircraft start, landing, fuelling or aircraft engine run. Dispatching Emergency truck and vehicle in the airfield for standby.

Fire fighter First Emergency Responder

2002 - 2003 (2 years)

I was doing Fire fighting response, Fire suppression and rescue service following an aircraft accident or incident. Physical stand-by at all aircraft start, refueling, defiling operations dressed in appropriate fire fighting bunker gear, equipped in accordance with MONUC standard and procedures.

Education

Brighton College

Medical Records Specialist, Medical records health and information · (2010 - 2011)

UNIVERSITE FRANCOPHONE INTERNATIONALE

Master of Arts in Management & Communications, Communication and public relations · (1996 - 2001)