





Deborah Bolarinwa

Contact

 London SE28 8HU

 07506581099

 Deborah.bolarinwa08@gmail.com

 www.linkedin.com/in/deborah-bolarinwa-b07b39173

Education

- 2018- 2021: University of Manchester
BsocSc Social Anthropology
2:1 (Upper Second Class)
- 2016 - 2018: Thomas Tallis School
6th form, Kidbrooke Park Rd,
London SE3 9PX
A level subjects: Fine Art – A,
English Literature – B, Sociology – B
- 2011- 2016: Trinity School
Belvedere, Erith Rd, DA17 6HT
GCSE: 13 A* - C (including Maths,
Science and English)



Summary

I am a highly motivated, hardworking and dedicated individual willing to take any challenges that come my way. With this, I can work assiduously on tasks needed even in events where patience is needed to achieve responsibilities. I am creative and able to develop my own ideas given spontaneous tasks and also eager and prepared to learn new things that will help attribute to the skills I already have. I can deliver high standards of work at all times and always aim to reflect my personality in the way I work. In addition to this I enjoy working with groups and teams as well as on my own.



Experience

*May 2023- Present: Oxleas NHS Foundation Trust
HMP/YOI Isis- Mental Health Pathway Administrator
Band 4*

- Liaising with community healthcare services during release and transfer processes.
- Organising multidisciplinary MDT referral meetings.
- Speed and accurate minute taking and record keeping
- Tracking actions and goals of medical professions.
- Contributing to specialised health promotional events and activities for staff.

*January 2022- May 2023: Oxleas NHS Foundation Trust
HMP/YOI Isis- Healthcare Administrator Band 3*

- Maintain close relationship and communication with stakeholders to uphold continuity of care towards patients
- Utilising web client case management systems
- Supporting senior management by auditing data to illustrate service delivery
- Developed open and professional relationships with integrated team of medical professionals
- Organising and stock ordering of medical equipment and devices for patient care.

Skills

- Problem Solving
- Organisation
- Inquisitiveness
- Creativity
- Artistic execution
- Customer and Client satisfaction
- Team oversight
- Audit performance improvements
- Project management
- Time management

References

Available on request

June 2021- August 2021: Sitel Customer Service Advisor

- Liaising and supporting the general public during the pandemic.
- Communicating public health guidelines and offering guidance.
- Enhanced data collecting and accuracy for medical records
- Maintaining confidentiality and duties of care towards member of the public
- Key communication skills and inbound outbound calling, handling upwards of 60 calls per day

Sep 2019-Present: Freelance Artist (Paint/Illustration and Digital Design)

- Artistic Execution in utilizing a range of medium both physical and digital and bring concepts to life
- Self-promotional activities, including maintain and online portfolio to market services and network with potential clients
- Efficient use of apps such as Adobe Photoshop, Inkscape, Figma tools, Unreal Engine and Wix Studio.



Professional Achievements and Development

November 2022- OxleasGlobal- Administration Support for Projects

May 2022- OxleasGlobal (Stephen Lloyd Training)- Administration for Minute Taking and Proofreading

July 2016- Published Book Illustration Design- 'A Mother's Role in a Changing World'