

Grace MUKOSWA

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SUMMARY OF EXPERIENCE

I am a self-starter and excel at verifying information, analyzing errors, and managing confidential information. I am also deeply familiar with MS Excel and Word and adapt quickly to new programs. In addition to the experience and skill sets, I have proactive style leadership, good judgement and decision-making abilities, excellent presentation skills, active collaboration, outstanding resilience, highly professional in delivering quality output and contributing to changes, capable of working long hours, often under pressure and meeting tight deadlines.

English, French, Swahili and Lingala

LANGUAGE(S) SKILLS

ADDITIONAL SKILLS

Computer Skills:

- Microsoft Office Package: Microsoft Word, PowerPoint, Excel, Outlook and Access, Microsoft Power BI.
 - Database Operations: Microsoft Office Access, Public Health Information System (iPHIS), Panorama, COVID-19 Ottawa Database (COD), COVID-19 Vaccine Ontario Database (COVAXon) and Case and Contact Management (CCM).
 - Statistical Operation: SPSS, STATA, Epi-info, Bibliographic management Software (Endnote, Mendeley)
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WORK EXPERIENCE

Vaccine Program Coordinator

2021 – 12/2023

City of Ottawa (Ottawa Public Health),
Ontario

- Research and summarize information based on vaccine distribution and inventories.
 - Coordinate distribution and delivery of vaccines.
 - Quickly and efficiently process Orders and Collect data from different OPH clinics and external partners using vaccine Order form and present the allocated numbers to the Vaccine Distribution Centre (VDC) team by excel SharePoint.
 - Manages vaccine inventories by ensuring proper storage and maintenance of all vaccines in accordance with the handling and storage procedures.
 - Works collaboratively with other data management groups across OPH to streamline processes and effect strategies for continual quality improvement.
 - Works collaboratively with internal and external partners to ensure the efficient and effective delivery of vaccines to clients.
 - Perform inspection of fridges and assess health care provider's (HPC) level of compliance with vaccine storage and handling requirement, including cold chain
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requirement.

- Swiftly and efficiently oversees issues, updates, and shipping information to supports the operations that result in the transferring of vaccines from the VDC to the different designated Clinics.

Public Health Applications Support Specialist

04 /2021 – 08/

2021.

City of Ottawa (Ottawa Public Health)

- Accurately managed vaccine inventory using an excel tracking sheet to process, receive, allocate, pack, ship and return vaccine.
- Seamlessly trace vaccine from purchasing date to expired date to insure adequate inventory reconciliation.
- Efficiently supervised and managed Authorized Organization (AOs) inventory using COVAX.
- Report vaccine transaction output to the VDC team

Data Verification Clerk

09/2018 - 02/2021

City of Ottawa (Ottawa Public Health)

Responsibilities:

- Generating reports using data from multiple databases
- Maintaining client confidentiality
- Maintained data quality for the provincial COVax , Panorama, CCM, iPHIS database.
- Managed data cleansing, processing, reporting, and recording immunization information.
- Created and reviewed client immunization files.
- Accurately entered and updated immunization and laboratory test records.
- Quickly evaluated students electronic medical record before immunization.
- Provided clear and organized written procedure to support workflow processes.
- Prepared, interpreted, and presented daily statistics during surveillance period.

08/2018 – 09/2018

Front Office Assistant/Receptionist

Ottawa Public Health, Ottawa, Ontario

Responsibilities:

- Sorted and filed consent form completed by parents.
- Dealt with special request from clients
- Booked clients appointment for immunization and other medical related issues.

04/2018 – 07/2018

School Immunization Program Volunteer

Ottawa Public Health, Ottawa, Ontario

Responsibilities:

- Assisted in arranging students' name in alphabetical order.
 - Assisted the Reception Clerk in identifying student who may need more privacy.
 - Prepared and encouraged students to be ready for immunization before they go into the clinic area.
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EDUCATION

Certificate, Monitoring and Evaluation Data Management
In-depth Research Services
Nairobi, Kenya

2015
2015

M.Sc. in Epidemiology and Biostatistics (Infectious Diseases)
School of Public Health
University of Witwatersrand
Johannesburg, South Africa

2015

Bachelor of Medicine (MBChB)
Medical School
University of Kindu
Kindu City, Maniema Province
Democratic Republic of Congo

2008

2008

11/2017

PUBLICATION(S)

The association between social capital and HIV treatment outcomes in South Africa. □
<https://doi.org/10.1371/journal.pone.0184140>
