

RESUMES

SCHOOL OF HEALTH SCIENCE

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Humber College Career Services

NORTH CAMPUS: Academic & Career Success Centre, Learning Resource Commons, First Floor, 416.675.6622 ext. 5030

LAKESHORE CAMPUS: Career Centre, H201, 416.675.6622 ext. 5028

www.careers.humber.ca | facebook.com/careercentrehumber | twitter.com/humbercareer

EARLY CHILDHOOD EDUCATOR

35 Childhood Drive, Windsor, ON N1N 1N1
(519) 555 - 1234 • ecc@yahoo.com
Linkedin.com/in/earlchild

SUMMARY OF SKILLS

- Strong interest in child development through theme based program creation and implementation
- Dedicated to providing young children with the best possible education and care
- Continuously ensures children and parents are comfortable with the learning environment and experience
- Exceptional ability to establish instant rapport with students and parents, based on outstanding communication skills
- Proven ability to work in chaotic situations and still maintain a calm and nurturing attitude
- Establishes a community environment that is conducive to healthy living by managing several health and educational programs
- Certificate in Standard First Aid and Infant CPR, September 2014

EDUCATION

Advanced Studies in Early Childhood Education Certificate

April 2015

Humber Institute of Technology and Advanced Learning, Toronto, ON

TEACHING-RELATED EXPERIENCE

Resource Teacher/Consultant (Field Placement)

January 2015 – Present

Infant Development Organization, Toronto, ON

- Develop and implement Individual Family Service Plans
- Provide early intervention strategies to aid in child development
- Support in-home programs for child/family and suggest appropriate resources
- Implement new activities from reading resource books to stimulate play

Resource Teacher

September 2013 – December 2014

Child Development Centre, Montreal, PQ

- Prepared assessment and initial reports on all children
- Created and implemented Individual Education Plans for children with special needs
- Participated in professional development through staff meetings, workshops, and research
- Fostered effective ongoing communication with parents by providing verbal and written notes on children's daily activities

COMMUNITY INVOLVEMENT

Peer Note Taker

November 2014 – April 2015

Humber Institute of Technology and Advanced Learning, Toronto, ON

- Recorded detailed lecture notes for students with disabilities while maintaining student confidentiality
- Request clarifications when required, however not accountable for answering or questioning on students behalf

REFERENCES AVAILABLE UPON REQUEST

FARMA SISTO

3 Prescription Road, Toronto ON A1B 2C3
(416) 555-5555 | pharmacy@gmail.com | LinkedIn.com/in/farmasisto

PROFESSIONAL QUALIFICATIONS

- Experience processing/packaging prescriptions, calculating dosages, billing insurance, and filling prescriptions
- Thrives on providing excellent customer service and effectively resolves customer inquiries
- Outstanding communication skills used to follow verbal and written instructions, including the ability to understand technical and pharmaceutical terminology
- Skillful in learning new methods and procedures very quickly
- Collaborative and reliable individual who enjoys working in a team
- Upholds client confidentiality to maintain strong sense of professionalism
- Knowledge of ProPharm, Kroll Systems, FoxPro, Lotus, and Propharm
- Proficient in Microsoft Office (Word, Excel, PowerPoint), Internet Research

EDUCATION

Pharmacy Technician Diploma

April 2015

Humber Institute of Technology and Advanced Learning, Toronto ON

WORK EXPERIENCE

Pharmacy Assistant

January 2015 – Present

Wal-Mart, Toronto ON

- Work closely with pharmacists and accurately dispense prescriptions
- Check invoices to ensure accuracy of client information
- Maintain a safe and clean pharmacy by complying with procedures, rules, and regulations
- Ensure pharmacy inventory level is adequate by checking pharmaceutical stock, anticipating needed medications and supplies, placing orders, verifying receipts, and removing outdated drugs

Cashier

January 2013 – December 2014

Rexall Pharmacy, Toronto ON

- Provided excellent customer service at prescription drop-off and pick up counter
- Greeted patients in person and by phone to determine their needs and provide suggestions
- Answered all customer questions and requests as well as referred inquiries to the pharmacist

REFERENCES AVAILABLE UPON REQUEST

NURSING PERSON

500 Nursing Diploma Rd. ▲ Toronto, ON A1B 2C3 ▲ (416) 555-5555 ▲ RN@rogers.com
Linkedin.com/in/nancyurse

PERSONAL ATTRIBUTES

- ◆ Develops rapport with patients, family, staff and physicians
- ◆ Strong interpersonal and communication skills
- ◆ Professional and the ability to interact effectively with people at different levels
- ◆ Work efficiently with minimal supervision
- ◆ Experience leading teams and facilitating group meetings
- ◆ Ability to offer professional and competent care
- ◆ Strong organizational, team work and time management skills
- ◆ Extensive leadership ability with accumulated team leading experiences
- ◆ Fluent in English, Hindi and Punjabi
- ◆ Attended CNSA National Conference in January 2015

CLINICAL SKILLS

- ◆ Administer medications including PO, SQ, ophthalmic, rectal, transdermal, priming IVs and O2 therapy
- ◆ Learned about and observed ECG, echocardiogram and persantine test
- ◆ Collaborated with peers to conduct hand-washing and immunization clinics
- ◆ Filled IM injections with appropriate medication and dose, completed paper work, screened clients and administered IM injections
- ◆ In-charge of immunization clinics; responsible for conducting meetings
- ◆ Performed Mental Status Examination; skin, pain and fall assessments
- ◆ Computerized charting using Meditech
- ◆ Used BUBBLE to assess mothers along with head-to-toe physical assessment
- ◆ Focused on health promotion risk reduction, and client education on smoking
- ◆ Assisted Personal Support Workers with resident care
- ◆ Vital signs, feeding and total bed baths or showers

EDUCATION

UNB/Humber Collaborative Bachelor of Nursing

April 2015

Humber Institute of Technology and Advanced Learning, Toronto, ON

CERTIFICATIONS

Applied Suicide Intervention Skills Training (ASIST)

2015

Level C CPR

2015

WHMIS

2014

REFERENCES AVAILABLE UPON REQUEST

NURSING PERSON

500 Nursing Diploma Rd. ▲ Toronto, ON A1B 2C3 ▲ (416) 555-5555 ▲ RN@rogers.com
Linkedin.com/in/nancyurse

CLINICAL EXPERIENCE

7E Cardiology William Osler Healthcare Centre, Etobicoke, ON	January – April 2015
Community Health Humber College Health Centre, Etobicoke, ON	September – December 2014
Neurological Rehab Unit 2014 West Park HealthCare Centre, Toronto, ON	May
Mental Health William Osler Healthcare Centre, Brampton, ON	January – April 2014
Kindergarten Placement Highfield Elementary School, Toronto, ON	October – November 2013
Postpartum Obstetrics William Osler Healthcare Centre, Brampton, ON	September – October 2012
Adolescent Health Promotion Humber College, Etobicoke, ON	February – April 2012
Long Term Care Extendicare, Brampton, ON	January – February 2012

OTHER EXPERIENCE

Merchandise Operations Associate The Bay, Brampton, ON <ul style="list-style-type: none">◆ Answer customer's product-related questions and other inquires	October 2011 – Present
Oncology (Volunteer) William Osler Healthcare Centre, Brampton, ON <ul style="list-style-type: none">◆ Assisted patients with feeding, bathing, clothing and ambulation◆ Demonstrated excellent patient care and communication skills	May – August 2014
Long Term Care (Volunteer) William Osler Healthcare Centre, Brampton, ON <ul style="list-style-type: none">◆ Supported immobile patients with feeding, bathing, and clothing	September 2013

REFERENCES AVAILABLE UPON REQUEST

NANCY R. TSING

12 Sunnybrook Drive, Toronto, ON H7N 4F5
(416) 777-8888 | nrtsing@yahoo.com
Linkedin.com/in/nancyrtsing

SUMMARY OF QUALIFICATIONS

Nursing Skills

- Pre-operative and post-operative care of patients
- Hygiene, drug administration, feeding
- Planned and implemented effective care
- Evaluated and documented care and outcomes
- Enhanced therapeutic communications

Personal Profile

- Ability to offer professional and competent care
 - Strong organizational and time management skills
 - Professional and the ability to interact effectively with people at different levels
 - Strong interpersonal and communication skills
 - Extensive leadership ability with accumulated team leading experiences
-

EDUCATION

Practical Nursing Diploma

Humber Institute of Technology and Advanced Learning, Toronto, ON

April 2015

EMPLOYMENT EXPERIENCE

Personal Support Worker

Antoinette's Health Agency, Toronto, ON

August 2013 – Present

CLINICAL EXPERIENCE

Acute Care Facility

Toronto General Hospital, Toronto, ON

January – April 2015

Med-Surg

Etobicoke General Hospital, Toronto, ON

September – December 2014

Geriatrics

Credit Valley Hospital, Mississauga, ON

January – April 2014

REFERENCES AVAILABLE UPON REQUEST

TOM FEWRULL

124 Funeral Services Blvd., Toronto, ON L7Y 7J9

(416) 555-5555 | t.fewnrull@sympatico.com | [Linkedin.com/in/tomfewnrull](https://www.linkedin.com/in/tomfewnrull)

PROFILE

- Over 2 years of experience as a Funeral Director Assistant
- Excellent interpersonal and communication skills to interact with families during time of need and maintain a premier level of client family satisfaction
- Demonstrated ability to perform a variety of tasks during funerals to assist funeral directors and to ensure that services run smoothly and as planned
- Dedicated team player who contributes positively to the working environment
- Mature, professional, and empathetic personality
- Exceptional organizational and time management skills

EDUCATION

Funeral Services Diploma

April 2015

Humber Institute of Technology and Advanced Learning, Toronto ON

EMPLOYMENT EXPERIENCE

Funeral Director Assistant

September 2014 – Present

Young Funeral Home, Toronto, ON

- Work on all aspects of embalming process
- Assist in the transfer of human remains in an efficient, coordinated, and dignified manner from morgues to chapels or churches
- Execute flower runs as detailed by the service director to churches cemeteries
- Register deaths at City Hall

Funeral Director Assistant (Co-op)

January – April 2014

Graham Giddy Funeral Home, Toronto ON

- Directed mourners to parlors or chapels in which wakes or funerals are being held
- Provided advice to mourners on how to make charitable donations in honor of the deceased
- Participated in embalming process, and hospital removals
- Obtained Statement of Cremation from a doctor

Sales Representative

September – December 2013

Aunt Lynda's Antique Market, Toronto ON

- Sold high quality antiques in two stores
- Provided excellent customer service and product knowledge
- Reconciled cash at the end of the day

REFERENCES AVAILABLE UPON REQUEST

PHYSIO THERAPY

90 Physiotherapy Lane, Toronto, ON M8M 1W0
(416) 555 5555 | cfizziofizzo@gmail.com | [Linkedin.com/in/carlofizzio](https://www.linkedin.com/in/carlofizzio)

PERSONAL PROFILE

- Strong commitment to the fundamentals of integrated healthcare
- Provides professional and competent patient care in accordance with all professional and organizational standards
- Self-motivated, team leader with the ability to initiate/manage cross-functional teams and multi-disciplinary projects
- Experience working with the Adult population, particularly in the community
- Valid driver's license, access to reliable vehicle and willing to travel

PHYSIOTHERAPY

- Documents all assessment findings, treatment plans, progress, and discharge summaries
- Initiates appropriate treatment intervention based on clinical assessment
- Communicates to appropriate referral sources and stakeholders
- Recent experience with cardio-respiratory, surgery, orthopedic medicine and neurology
- Assesses and treats patients in a rehabilitation setting, preparing patients for timely and appropriate discharges

EDUCATION

Physiotherapy Assistant Diploma September 2014 – Present
Humber Institute of Technology and Advanced Learning | Toronto, ON

CLINICAL EXPERIENCE

Acute Care Facility January – April 2014
Toronto General Hospital | Toronto, ON

Acute Care Facility September – December 2014
Etobicoke General Hospital | Etobicoke, ON

REFERENCES AVAILABLE ON REQUEST

OKYU PAYSHINAL

9 Occupational Therapy Drive, Toronto, ON L2B 2C3

(905) 555-5555 | okyupayshinal@rogers.com

Linkedin.com/in/okupayshinal

SUMMARY OF SKILLS

INTERPERSONAL SKILLS

- Provide education, training, and counseling to patients, and families/caregivers
- Self-directed and professional with the demonstrated ability to work effectively and collaboratively with multidisciplinary team members
- Exercises good judgment, critical thinking and problem solving skills
- Provides comprehensive patient care and complex discharge planning
- Proficient in Microsoft Office including Word, Excel, Access and Outlook

OCCUPATIONAL THERAPY

- Pursue continuous professional development, which includes active participation in O.T. Professional Standards & Issues Committee, attendance in relevant in-service educational programs
- Aware of conditions and measures that may affect the safety of patients, residents, students, employees, volunteers, physicians and visitors
- Able to deal with an individual suffering from Physical Dysfunction and Psycho-Social problems
- OTA/PTA experience in musculoskeletal or respiratory patient management within an outpatient and/or rehabilitation setting
- Current knowledge of PTA and OTA practice guidelines

EDUCATION

Occupational Therapist Assistant April 2015
Humber Institute of Technology and Advanced Learning, Toronto, ON

Physiotherapist Assistant Diploma April 2014
Humber Institute of Technology and Advanced Learning, Toronto, ON

ACCOMPLISHMENTS

- Planned third annual Dance for the Disabled which raised \$6,000
- Regular contributor to the Occupational Therapist Digest
- Maintained 4.0 average through academic studies
- Practice sports medicine as a volunteer at a local recreation centre

OKYU PAYSHINAL

9 Occupational Therapy Drive, Toronto, ON L2B 2C3

(905) 555-5555 | okyupayshinal@rogers.com

Linkedin.com/in/okupayshinal

EMPLOYMENT EXPERIENCE

Occupational Therapist/Physiotherapist Assistant

June 2014 – Present

Trillium Health Centre, Mississauga, ON

- Provide client-centered care for assigned and group patients under the direction and supervision of a Respiratory Therapist and/or Physical Therapist.
- Perform associated functions to support the delivery of the pulmonary rehabilitation service
- Provide goal-oriented treatment interventions, patient/family education and support to address physical and emotional needs as assigned
- Dispense timely and astute information to relevant team members about patient's performance
- Participate in program planning, continuous quality improvement and evaluation
- Supervises activities of OTA/PTA students, volunteers and co-op students as assigned

Staff Occupational Therapist Assistant

September – December 2014

Toronto General Hospital, Toronto, ON

- Provided quality occupational therapy services to patients at Toronto General Hospital within the framework of patient centered care
- Communicated effectively with patients, their families, occupational therapy students and interdisciplinary team members
- Participated in interdisciplinary rounds, meetings, committees and quality initiatives in the Department, Allied Health and relevant Programs/Services
- Assisted with coverage of other service areas where required

Physiotherapy Assistant

January – September 2014

Kaiser Medical Centre, Toronto, ON

- Provided necessary instructions to patients in exercise therapy and proper use of mobility aids
- Assigned the tasks of preparing patients for therapy
- Handled the tasks of offering advice and encouragement regarding planned treatment programmes
- Monitored the progress of patients and updated the same to the physiotherapist
- Assigned the tasks of setting up various equipment for conducting physical exercises
- Assisted Senior Physiotherapist in carrying out prescribed treatment programmes by using exercises and electrotherapy modalities
- Performed record keeping and other administrative duties

REFERENCES PROVIDED UPON REQUEST

SARAH MEDDICK

12 Ambulance Ave., Toronto, ON M9V 3I3
(416) 555-5555 | paramedic@gmail.com
Linked.com/in/sarahmeddick

HIGHLIGHTS OF SKILLS

- Provide basic and intermediate emergency care and reduce situational hazards to patients
- Educated in theoretical aspects of emergency patient care, biology and social sciences
- Excellent analytical, interpersonal and organizational skills
- Able to deal effectively with individuals from various cultures and ethnic backgrounds
- Committed to maintaining physical fitness
- Dynamic team leader and mentor with the ability to motivate team members
- CPR, Basic Recruiter and Standard First Aid Certificates
- Working towards Provincial Paramedic Certification

EDUCATION

Paramedic Diploma May 2015
Humber Institute of Technology and Advanced Learning, Toronto ON

RELATED EXPERIENCE

Technical Assistant April 2015 – Present
Toronto General Hospital (Emergency Department), Toronto, ON

Paramedic (Field Placement) January – April 2015
St. John's Ambulance, Toronto, ON

Paramedic (Field Placement) September – December 2014
Toronto Ambulance, Toronto, ON

GENERAL EMPLOYMENT EXPERIENCE

Receptionist June – August 2014
Dr. Manuel's Office (Family Practitioner), Toronto, ON

Waitress June – May 2013
Darlene's Diner, Brampton, ON

REFERENCES AVAILABLE UPON REQUEST

Clinical Research

126 Cermel Cres.
Hamilton, Ontario L7M 4A9

905-334-6780
rrondi@sympatico.ca
[Linkedin.com/in/clinicalresearch](https://www.linkedin.com/in/clinicalresearch)

SUMMARY OF QUALIFICATIONS

- Experience working in the clinical environment
- Strong organizational and problem solving abilities
- Experience working with patient records, laboratory protocols and SOPs
- Thorough knowledge of medical terminology
- Ability to work independently with minimal supervision, and as a member of a team collaborating with a multi-disciplinary research team and clinical experts
- Establish a community environment that is conducive to healthy living by managing several health and educational programs
- Computer literate including MS Office on Windows and Macintosh platforms

EDUCATION

- | | |
|---|------------|
| Clinical Research Post Graduate Certificate
Humber Institute of Technology and Advanced Learning, Toronto, ON | April 2015 |
| Medical Laboratory Technology Certificate
Northern Alberta Institute of Technology, Edmonton, AB | April 2014 |
| Bachelor of Science in Psychology and Biology
University of Calgary, Calgary, AB | April 2013 |

RELATED EXPERIENCE

- | | |
|--|-----------------------|
| Laboratory Patient Technician
MDS Laboratory Services, Burlington, ON | May 2015 – Present |
| <ul style="list-style-type: none">➤ Responsible for phlebotomy, ECG, sorting and customer service in busy, high volume lab➤ Maintained quality assurance objectives | |
| Consultant
Searle Canada Pharmaceuticals, Oakville, ON | May 2013 – April 2015 |
| <ul style="list-style-type: none">➤ Revised computer help manual for contact management software➤ Liaised with sales force administration manager | |

Clinical Research

905-334-6780
rrondi@sympatico.ca
[Linkedin.com/in/clinicalresearch](https://www.linkedin.com/in/clinicalresearch)

RELATED EXPERIENCE CONT'D

Technologist I

December 2011 – January 2013

Calgary District Hospital Group, Calgary, AB

- Operated, maintained and routinely ran various laboratory equipment in the Chemistry Department
- Handled front-end duties in a computerized lab environment including: patient contact, sample processing, data entry, and phlebotomy (neonatal and adult)

Technologist I

May – October 2011

Royal Alexandra Hospital, Edmonton, AB

- Operated, maintained and routinely ran various laboratory equipment in the Hematology Department

Laboratory Assistant

June 2010 – April 2011

Dr. Kasper & Associates, Edmonton, AB

- Responsible for adult phlebotomy and sample processing

CERTIFICATIONS AND PERSONAL DEVELOPMENT

- Member of the Clinical Research Association of Canada (C.R.A.C.)
- Registered with College of Medical Laboratory Technologist of Ontario
- Certified member of CSMLS and OSMT
- Brian Tracy's "Peak Performance Training: The Phoenix Seminar"
- The Dale Carnegie Course in Effective Speaking and Human Relations

REFERENCES AVAILABLE UPON REQUEST

Regulatory Affairs

24 Stuart Ave, Apt #947 Brampton, ON L9F 2X9
(905) 242-0426 | jenkins@gmail.com
Linkedin.com/in/regulatoryaffairs

PERSONAL PROFILE

- A well organized professional with five years experience in the Chemical industry
- Works effectively in collaboration with numerous groups in a professional manner
- Demonstrated ability to manage multiple projects and organize data for reporting and presentation
- Extensive leadership ability with accumulated team leading experiences
- Detail-oriented and participative individual who maintains high standards and meets deadlines
- Excellent communication and time management skills

PROFESSIONAL SKILLS

- Knowledge of Canadian, FDA and international regulation and guidelines
- Experience preparing CTA, NDS, ANDS and Formulary submissions
- Proven ability to file a New Drug Submission (NDS) in the Common Technical Document Format (CTD)
- Knowledge in regulatory submission requirements and medical device regulations
- Sound knowledge of QA/QC, cGMP and ISO Standard
- Knowledge of organic, inorganic, analytical and physical chemistry
- Proficiency in Corel and Microsoft Office Applications

EDUCATION

Post Graduate Certificate in Regulatory Affairs Humber Institute of Technology and Advanced Learning, Toronto, ON	April 2015
Bachelor of Science (Honors) Major in Chemistry, University of Toronto, ON	April 2014

Regulatory Affairs

24 Stuart Ave, Apt #947 Brampton, ON L9F 2X9
(905) 242-0426 | jenkins@gmail.com
Linkedin.com/in/regulatoryaffairs

PROFESSIONAL EXPERIENCE

Supervisor of Coloring Department

2013 – Present

Barid Manufacturing Company, Toronto ON
Chemical Affairs and Coloring Department

- Supervised department activities related to coloring
- Provided technical support, direction and guidance to members of the group
- Trained junior staff in job duties and company policy
- Reviewed and revised established SOP's according to changes requested
- Prepared status reports for management on weekly and monthly basis

Chemist

2011 – 2012

Barid Manufacturing Company, Toronto ON
Chemical Affairs and Coloring Department

- Conducted, documented and analyzed chemical process of coloring on polyacrylamide fiber
- Documented and reported results as per established SOP's
- Made adjustments based on the evaluation of quality control results
- Assisted with general maintenance and calibration of equipment

Science Tutor

2011 – 2012

Siko Learning Center, Toronto, ON

- Tutored students in Gr. 6 through Gr. 12 in Science and Math
- Created instructional materials and procedures consistent with individual learning needs
- Established comfortable and two-way communication that empowered students to enjoy the learning process

REFERENCES AVAILABLE UPON REQUEST

PERSONAL SUPPORT WORKER

9 Therapy Drive, Toronto, ON L2B 2C3
(905) 555-5555 • psw@rogers.com
Linkedin.com/in/personalsupport

SKILLS

- Communicating effectively with clients and Health Care team members
- Providing support to adults with physical disabilities
- Performing light housekeeping duties
- Assists with all activities of daily living including bathing, toileting, dressing, mobility, feeding and personal care
- Practicing safe transfer and positioning techniques
- Assisting with ambulation and exercise
- Experienced team leader and mentor with the ability to motivate team members
- Certified in CPR and First Aid

EDUCATION

Personal Support Training Certificate September 2014 – Present
Humber Institute of Technology and Advanced Learning, Toronto ON

CLINICAL EXPERIENCE

Personal Support Worker June 2014 – Present
Kipling Acres, Etobicoke, ON

- Travel between assignments by public transportation or by car
- Sorts and bags all soiled linen, makes and changes beds, cleans and tidies resident rooms
- Supports client's independence regarding medications
- Recognizes and reports changes in a client's behaviour/condition
- Provides informal counselling, as needed

Personal Support Worker (Placement) September – December 2014
Care Partners, Brampton, ON

- Assisted in the organization and scheduling of leisure time
- Helped in the administration of medications
- Supported clients with personal hygiene and basic care
- Provided sighted guide and transportation
- Performed other assistance, including informal counseling, as needed
- Maintained records, and implemented established programs as directed
- Provided input regarding the effectiveness of programs

REFERENCES AVAILABLE UPON REQUEST