

# RESUMES

# SCHOOL OF HEALTH SCIENCE

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**Humber College Career Services**

NORTH CAMPUS: Learning Resource Commons, First Floor, 416.675.6622 ext. 5030

LAKESHORE CAMPUS: Student Welcome and Resource Centre, First Floor, WEL105, 416.675.6622 ext. 5028

[www.careers.humber.ca](http://www.careers.humber.ca) | [facebook.com/careercentrehumber](https://facebook.com/careercentrehumber) | [twitter.com/humbercareer](https://twitter.com/humbercareer)

# EARLY CHILDHOOD EDUCATOR

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

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## SUMMARY OF SKILLS

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- 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 2016

## EDUCATION

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**Advanced Studies in Early Childhood Education Certificate** April 2018  
Humber Institute of Technology and Advanced Learning, Toronto, ON

**Early Childhood Education Diploma** April 2017

## TEACHING-RELATED EXPERIENCE

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**Resource Teacher/Consultant** (Field Placement) January 2018 – 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 2016 – December 2017  
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

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**Peer Note Taker** November 2017 – April 2018  
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

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- 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

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### Pharmacy Technician Diploma

April 2018

Humber Institute of Technology and Advanced Learning, Toronto ON

## WORK EXPERIENCE

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### Pharmacy Assistant

January 2018 – 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 2016 – December 2017

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

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## PERSONAL ATTRIBUTES

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- ◆ 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 2018

## CLINICAL SKILLS

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- ◆ 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

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**UNB/Humber Collaborative Bachelor of Nursing** April 2018  
Humber Institute of Technology and Advanced Learning, Toronto, ON

## CERTIFICATIONS

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**Applied Suicide Intervention Skills Training (ASIST)** 2018  
**Level C CPR**  
2015  
**WHMIS** 2017

REFERENCES AVAILABLE UPON REQUEST

# NURSING PERSON

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

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## CLINICAL EXPERIENCE

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<b>7E Cardiology</b> William Osler Healthcare Centre, Etobicoke, ON	January – April 2018
<b>Community Health</b> Humber College Health Centre, Etobicoke, ON	September – December 2017
<b>Neurological Rehab Unit</b> West Park HealthCare Centre, Toronto, ON	May 2017
<b>Mental Health</b> William Osler Healthcare Centre, Brampton, ON	January – April 2017
<b>Kindergarten Placement</b> Highfield Elementary School, Toronto, ON	October – November 2016
<b>Postpartum Obstetrics</b> William Osler Healthcare Centre, Brampton, ON	September – October 2015
<b>Adolescent Health Promotion</b> Humber College, Etobicoke, ON	February – April 2015
<b>Long Term Care</b> Extendicare, Brampton, ON	January – February 2015

## OTHER EXPERIENCE

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<b>Merchandise Operations Associate</b> The Bay, Brampton, ON <ul style="list-style-type: none"><li>◆ Answer customer's product-related questions and other inquires</li></ul>	October 2014 – Present
<b>Oncology (Volunteer)</b> William Osler Healthcare Centre, Brampton, ON <ul style="list-style-type: none"><li>◆ Assisted patients with feeding, bathing, clothing and ambulation</li><li>◆ Demonstrated excellent patient care and communication skills</li></ul>	May – August 2017
<b>Long Term Care (Volunteer)</b> William Osler Healthcare Centre, Brampton, ON <ul style="list-style-type: none"><li>◆ Supported immobile patients with feeding, bathing, and clothing</li></ul>	September 2016

REFERENCES AVAILABLE UPON REQUEST

# NANCY R. TSING

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

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## SUMMARY OF QUALIFICATIONS

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### 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
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## EDUCATION

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### Practical Nursing Diploma

Humber Institute of Technology and Advanced Learning, Toronto, ON

April 2018

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## EMPLOYMENT EXPERIENCE

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### Personal Support Worker

Antoinette's Health Agency, Toronto, ON

August 2016 – Present

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## CLINICAL EXPERIENCE

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### Acute Care Facility

Toronto General Hospital, Toronto, ON

January – April 2018

### Med-Surg

Etobicoke General Hospital, Toronto, ON

September – December 2017

### Geriatrics

Credit Valley Hospital, Mississauga, ON

January – April 2017

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## 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

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## PROFILE

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- 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

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## EDUCATION

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### Funeral Services Diploma

April 2018

Humber Institute of Technology and Advanced Learning, Toronto ON

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## EMPLOYMENT EXPERIENCE

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### Funeral Director Assistant

September 2017 – 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 2017

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 2016

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

# **OKYU PAYSHINAL**

9 Occupational Therapy Drive, Toronto, ON L2B 2C3

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

Linkedin.com/in/okupayshinal

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## **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

### **RELATED SKILLS**

- Pursue continuous professional development, which includes active participation in O.T.+P.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/Physiotherapist Assistant**

Humber Institute of Technology and Advanced Learning, Toronto, ON

April 2018

## **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

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## **EMPLOYMENT EXPERIENCE**

**Occupational Therapist/Physiotherapist Assistant** June 2018 – 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 2017  
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 2017  
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**

**Page 2**

# Steven Humber

22 Humber Blvd  
Toronto, ON; M5P 1W0  
Tel: 647.555.1234  
StevenHumber@gmail.ca

## EDUCATION

### *Humber College*

- Diploma - Occupational Therapist Assistant and Physiotherapist Assistant 2018 - Present

### *University of Windsor*

- Degree – Bachelor’s of Science, Honors 2011 – 2016

## CLINICAL EXPERIENCE

Seating and Mobility Workshop – Hunt’s Healthcare April 2016

- Learned a variety of seating systems and wheelchairs

Hydrotherapy Clinic – Humber College March 2016

- Learned basic hydrotherapy concepts

ADL, Transfers and Mobility Clinic – St. Michael’s Hospital February 2016

- Learned and practiced a variety of basic transfer techniques in the hospital setting

## WORK EXPERIENCE

### *Pottery Barn – Square One*

**Assistant Store Manager – Visual Lead** 2010 – Present

- Provide individual one-on-one service to educate and advise clientele on the purchase of a wide variety of high-end specialty culinary products
- Management of floor and stock associates as well a daily store operations
- Oversight of visual merchandising and set up, general maintenance and overall aesthetic organization of store
- Manage and organize customer specific special orders for unique product lines
- Proficient in Point of Sale (POS) systems, back room operations, including inventory adjustments and receiving.

## VOLUNTEER EXPERIENCE

### *STAR Physiotherapy Clinic*

May 2014 – Aug 2016

- Consistent involvement, twice weekly, totalling 82 hours
- Aided registered physiotherapists in a group treatment setting for patients having recently undergone knee replacement surgery
- Provided verbal encouragement and support to patients throughout treatment sessions
- Physically assisted patients in completing their exercise programs, as prescribed by the PT

## CERTIFICATIONS

- Standard First Aid CPR/AED Level HCP
- Vulnerable Sector Police Record Check
- Up to date immunization records
- WHIMIS Safety training
- Four Moment for Hand Hygiene
- Worker Health & Safety Awareness in 4 Steps
- AODA

# Jane Jonas

18 Lower Canada Road Apt. 2  
Etobicoke, ON M1X 2E5  
Tel: 416 624 3636  
JaneJonas@gmail.ca

## SKILLS

- Proven record of reliability and responsible
- Competent and professional in high-pressure situations
- Strong ability to prioritize and time manage in high stress environment
- Effective communication skills including, written and verbal with both patients and staff

## EDUCATION

### *Humber College*

- Occupational Therapist Assistant and Physiotherapist Assistant 2016 – 2018

### *George Brown College*

- Diploma – Special Events Planning Destination Tourism 2007 – 2009

## CLINICAL EXPERIENCE

ADL, Transfers and Mobility Clinic – St. Michael's Hospital February 2017

- Learned and practiced a variety of basic transfer techniques in the hospital setting

Hydrotherapy Clinic – Humber College April 2016

- Learned basic hydrotherapy concepts

Seating and Mobility Workshop – Hunt's Healthcare April 2016

- Learned a variety of seating systems and wheelchairs

## WORK EXPERIENCE

### *Diamond Schmitt Architects*

**Receptionist** 2010 – 2012

- Received and redirected phone calls to appropriate individuals
- Greeted and assisted visitors in a professional manner
- Drafted correspondence letters to clients for accounting purposes

## VOLUNTEER EXPERIENCE

*Building Blocks Kids Rehab* 2013 – 2015

- Playroom set-up and clean up procedures as required
- Assisted with child transportation and aided with program preparations
- Entertained and cared for children with complex physical and cognitive challenges

## CERTIFICATIONS

- Standard First Aid CPR/AED Level HCP
- Vulnerable Sector Police Record Check
- Up to date immunization records
- Workers Health and Safety Awareness in 4 Steps
- Four Moments for Hand Hygiene
- AODA
- WHIMIS Safety training

# Joan Jette

123 Keele St, Toronto, ON M9Y 2V6 | (416) 555-1212

JoanJetter@gmail.ca

## EDUCATION

**HUMBER COLLEGE** 2016 – 2018  
Occupational Therapist Assistant and Physiotherapist Assistant Diploma Program

## CLINICAL EXPERIENCE

**TORONTO DISTRICT SCHOOL BOARD – (OTA/PTA)** MAR 2018

- Worked alongside occupational therapist and physiotherapist in a consultative model
- Independently engaged students in individualized programs related to fine motor development
- Collaborated with peer to complete inventory process of specialized equipment

**ST. JOHN'S HOSPITAL – NEUROREHABILITATION/AMPUTEES (OTA/PTA)** NOV 2017

- Independently carried out patient programs in the gym and in the pool
- Collaborated with team members of different disciplines to improve patient care
- Participated in weekly Interprofessional Education sessions

**CREDIT VALLEY HOSPITAL – REHAB (OTA/PTA)** MAY 2017

- Engaged with patients to build therapeutic relationships
- Practiced transfers and supported patients in ambulation
- Independently conducted exercise routines

**TORONTO WESTERN HOSPITAL – GENERAL INTERNAL MEDICINE (OTA/PTA)** APR 2017

- Documented using PCARE format to ensure continuity of care
- Practiced transfers, bed mobility, and supported patients in ambulation
- Carried out cleaning process of hydrocollator

## EDUCATIONAL CLINICS

**AMPUTATION AND PROSTHETICS CLINIC – WEST PARK HEALTHCARE** FEB 2018  
Learned about general care, non-prosthetic mobility, gait, and mobility with prosthesis

**SEATING AND MOBILITY CLINIC FOR THE NEUROLOGICAL PATIENT – ATC** NOV 2017  
Learned about complex seating systems and power wheelchairs

**MUSCLE TONE AND POSITIONING CLINIC – WEST PARK HEALTHCARE** OCT 2017  
Discerned abnormal tones and reviewed positioning

**HAND REHABILITATION CLINIC** OCT 2017  
Reviewed basic hand anatomy and learned treatments for hand injuries

**WRIST AND HAND ORTHOTIC WORKSHOP** OCT 2017  
Learned about orthotic prescriptions and fabricated thermoplastic orthotics

<b>SEATING AND MOBILITY CLINIC – HUNT’S MEDICAL</b> Learned about seating systems and wheelchairs	APR 2017
<b>HYDROTHERAPY CLINIC – HUMBER COLLEGE</b> Learned basic hydrotherapy concepts	APR 2017
<b>ADL, TRANSFERS, AND MOBILITY CLINIC – ST. MICHAEL’S HOSPITAL</b> Learned and practiced a variety of basic transfer techniques in the hospital setting	JAN 2017

### WORK EXPERIENCE

<b>Humber College – Toronto, ON</b> <i>Graduate, Student Representative</i>	2018
<ul style="list-style-type: none"> <li>• Met and discussed with a peer review team to offer student feedback and promote a holistic review during the OTA/PTA Education Accreditation Program process</li> </ul>	
<b>Old Navy – Toronto, ON</b> <i>Brand Associate – Lead</i>	MAY 2015 – Present
<ul style="list-style-type: none"> <li>• Greet and assist customers to ensure an enjoyable shopping experience</li> <li>• Provide information concerning products and current promotions</li> <li>• Welcome customers to fitting room and assist with sizing and outfit choice</li> <li>• Maintain an organized environment and return clothing to salesfloor</li> </ul>	
<b>Children’s Foundation of Ontario– Toronto, ON</b> <i>Child Development Facilitator</i>	2014 – 2016
<ul style="list-style-type: none"> <li>• Provided one on one support for children with disabilities at home, preschool, and the community</li> <li>• Implemented a variety of strategies to enable learning and growth through purposeful play</li> <li>• Worked under the direction of a multidisciplinary therapy team</li> </ul>	

### CERTIFICATIONS

Standard First Aid CPR/AED Level HCP Vulnerable Sector Police Record Check Up to Date Immunization Records

N95 Mask Fitting Completed eOrientation certificates:

- AODA – Working Together
- Four Moments for Hand Hygiene
- Worker Health and Safety Awareness in 4 Steps
- Workplace Hazardous Materials Information System
- Workplace Violence and Harassment

## **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 2018  
Humber Institute of Technology and Advanced Learning, Toronto ON

### **RELATED EXPERIENCE**

**Technical Assistant** April 2017 – Present  
Toronto General Hospital (Emergency Department), Toronto, ON

**Paramedic** (Field Placement) January – April 2017  
St. John's Ambulance, Toronto, ON

**Paramedic** (Field Placement) September – December 2016  
Toronto Ambulance, Toronto, ON

### **GENERAL EMPLOYMENT EXPERIENCE**

**Receptionist** June – August 2016  
Dr. Manuel's Office (Family Practitioner), Toronto, ON

**Waitress** June – May 2015  
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)

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## 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

<b>Clinical Research Post Graduate Certificate</b> Humber Institute of Technology and Advanced Learning, Toronto, ON	April 2018
<b>Medical Laboratory Technology Certificate</b> Northern Alberta Institute of Technology, Edmonton, AB	April 2016
<b>Bachelor of Science in Psychology and Biology</b> University of Calgary, Calgary, AB	April 2015

## RELATED EXPERIENCE

<b>Laboratory Patient Technician</b> MDS Laboratory Services, Burlington, ON	May 2017 – Present
<ul style="list-style-type: none"><li>➤ Responsible for phlebotomy, ECG, sorting and customer service in busy, high volume lab</li><li>➤ Maintained quality assurance objectives</li></ul>	
<b>Consultant</b> Searle Canada Pharmaceuticals, Oakville, ON	May 2015 – April 2017
<ul style="list-style-type: none"><li>➤ Revised computer help manual for contact management software</li><li>➤ Liaised with sales force administration manager</li></ul>	

## RELATED EXPERIENCE CONT'D

### Technologist I

December 2013 – January 2015

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 2013

Royal Alexandra Hospital, Edmonton, AB

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

### Laboratory Assistant

June 2012 – April 2013

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

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## PERSONAL PROFILE

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- 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

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- 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

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<b>Post Graduate Certificate in Regulatory Affairs</b>	April 2018
Humber Institute of Technology and Advanced Learning, Toronto, ON	
<b>Bachelor of Science (Honors)</b>	April 2016
Major in Chemistry, University of Toronto, ON	

# Regulatory Affairs

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

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## PROFESSIONAL EXPERIENCE

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### **Supervisor of Coloring Department**

2015 – 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**

2013 – 2014

*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**

2013 – 2014

*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

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## SKILLS

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- 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

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## EDUCATION

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### Personal Support Training Certificate

September 2016 – Present

Humber Institute of Technology and Advanced Learning, Toronto ON

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## CLINICAL EXPERIENCE

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### Personal Support Worker

June 2016 – 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 2016

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