**Obelebra Black-Duke**

11310 104 Street NW, Edmonton, AB. T5G2K8 Cell: (587) 328 9677 Email: obkitc@yahoo.com

**Professional summary**

A warm-hearted individual who performs personal care activities in a compassionate and friendly manner that maximizes residents’ independence and dignity in a home-like environment. Eager to bring a difference in client’s everyday life.

**Certification**

* Personal Care Worker Certificate:                                 Saint John Ambulance – 2016
* OHS Standard First Aid, CPR-C and AED:                  Saint John Ambulance
* Clear criminal record checks with vulnerable sector screening within the last 6 months.
* Immunization Record updated.
* Children Services Intervention Record Check (from within the last 6 months)
* Non-Violent Crisis Intervention certification

**Skills**

* Assist patients with baths, dressing, undressing, oral hygiene and personal hygiene
* Keep patient’s living area clean, orderly, and safe Support the social and emotional growth of children and adult
* Prepare a light meal and assist with feeding the patient if necessary
* Ability to make good and effective decision under any condition
* Meet safety needs of patients and using equipment safely and properly
* Report patient’s condition and significant changes to the assigned nurse

**RELEVANT EXPERIENCE**

**Food Production Worker July 2019 – Present**

Something Special deli – Sherwood Park

* Prepares, packages, and merchandises fresh product
* Slices, packages, labels, and rotates products
* Assists in technical areas as needed
* Properly handles and maintains the operation of all equipment

**Health Care Aide Feb., 2019 – Present**

Bylu Staffing, Edmonton

* Worked to improve and enhance patient lives through effective and compassionate care.
* Developed rapport with patients to create safe and trusting environment for care.
* Administered medication as directed by physician.
* Supported patients with limited physical skills to help with dressing, grooming and feeding needs.
* Offered support for client mental and emotional needs to enhance physical outcomes and overall happiness.

**Supervisor Sept. 2017 – Dec. 2018**

A & W, Wandering River

* Supervise and co-ordinate activities of staff who prepare and portion food
* Establish work schedule and methods to meet work schedule
* Ensure food service and quality control
* Maintain records of stock, repairs, sales and wastage
* Train staff in job duties, sanitation and safety procedures

**Community Support Worker Aug 2016-Sept. 2017**

We Care Health Services - Saskatoon

* Used a calm, positive and encouraging approach with all youth.
* Directed activities that promoted growth in mental, emotional and educational areas.
* Identified maintenance and safety issues at program facilities and coordinated repairs.
* Oversaw the intake process for all new residents.
* Offered key emotional support to special needs youth**.**

**Customer Service Representative May 2014-Aug. 2014**

Atelka – Fredericton, NB

* Answered an average of 40 calls per day by addressing customer inquiries, solving problems and providing new product information.
* Politely assisted customers in person and via telephone.
* Directed calls to appropriate individuals and departments.
* Routinely answered customer questions regarding merchandise and pricing.

**Retail Sales Associate May 2012 – June 2016**

Gap, Saskatoon, SK

* Helped customers with enquiries which included styling tips, product knowledge and advice
* Resolved customer disputes and effectively process stock inventories
* Assisted with daily bookkeeping.

**EDUCATION**

**University of Saskatchewan – Saskatoon, SK, Canada Sept. 2011 – Oct. 2016**

* Bachelor of Arts in Sociology

**REFERENCES**

Will be provided upon request