



RUPINDER KAUR

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I am college undergraduate, I was done my Diploma in special needs educational assistant from MacEwan university in 2017, and enrolled full time in Health care aid program in Norquest collage, currently I am looking for part-time or full- time job. I would like to utilize my skills and experience. I am seeking an entry level position to begin my career with level professional environment.

ATTRIBUTES

- Work efficiently in a fast-paced environment, ability to multi task and meet deadlines.
- Highly organized and proficient in working as a team.
- Creative with effective interpersonal skills and organizational abilities.
- Strong, coordinating, quick learning, planning, and problem solving abilities.
- Proven ability to adapt to unexpected changes in deadlines and workloads.
- Attention to detail.
- A sympathetic and an active listener.

Willing to relocate to: Edmonton, AB - Beaumont, AB - Sherwood Park, AB

WORK EXPERIENCE

Catering Supervisor

Dil-E-Punjab - Edmonton, AB

December 2017 to Present

Catering Supervisor from (2017-2019): Dil-E-Punjab Indian sweets and Restaurant- I have around two year experience as catering supervisor from given Indian restaurant.

Roles and responsibilities:

- Supervise, co- ordinate and schedule the activities of staff during all aspects of catering events to ensure high quality service standards and presentations are met.
- Maintain high sanitation and safety standards in all catering storage rooms and other areas.
- Ensure quality of prepared foods; determine sizes of food portions are consistent with scheduled guidelines.
- Address customer concerns and complaints regarding food and service.
- Other duties may arise as required.

Community Disability Support Worker

MIRA Facilitation Center - Edmonton, AB

October 2019 to January 2020

Rules and responsibilities are;

As a community disability services role to support individuals to developing their personal skills, community relation development, behavior management, personal care. Assist or support individuals to participate in a meaningful way to planning their personal life and define personal goals and aspiration. help them to maintain or establish shared and respectful relationship with community with a view of meaningful inclusion.

Greeting customers

justice - Edmonton, AB

May 2017 to August 2017

Justice 2017 - I have near about four-month experience from Justice Kid's retail store as a sales associate as well as a cashier.

Roles and responsibilities

- Greeting customers.
- Providing outstanding customer service.
- Achieving established goals.
- Directing customers to merchandise within the store.
- Managing financial transactions, and balancing drawers.

Educational Assistant, volunteer

Tipaskan School - Edmonton, AB

May 2017 to July 2017

I work as a Volunteer in Tipaskan School. I have one and half month practicum experience from Tipaskan School Edmonton, Alberta. I am very new in this field. I have not working experience in Edmonton school board. During my practicum:

- I worked with students with exceptionalities
- I learned and supported (IPP) Instructional programme planning strategy and (FBA) Functional behavior assessment and gained experience in inclusive classroom.
- I worked as a team member to make a positive educational environment

Provide individual care

Home Support worker - Punjab, India

March 2015 to September 2015

worker 2014 - I have minimum eight month experience as a home care provider to 55 years old blind lady.

Roles and responsibilities

- Provide individual care.
- Provide home care including personal hygiene, housekeeping and provide meals- on wheels.
- Assist with medicine prescribed by doctor.
- Assist with transportation.

EDUCATION

Diploma in Special needs educational assistant

MacEwan University - Edmonton, AB

January 2016 to July 2017

Operation theater technician in Nursing type

IIPMT - Doraha, Punjab

May 2013 to June 2015

High secondary school from India +12 in Biology

P.S.E.B - Punjab, India

April 2011 to 2013

SKILLS

COOKING (Less than 1 year), ORGANIZATIONAL SKILLS (Less than 1 year), TIME MANAGEMENT (2 years), WISE (Less than 1 year), Caregiving (Less than 1 year)

CERTIFICATIONS AND LICENSES

First Aid & CPR Level C

August 2019 to Present

Food Safety

June 2019 to Present

Driving Licence Class 5

November 2017 to Present

Child Development Assistant

October 2019 to Present

I have child development assistant certificate approved by Alberta.

ADDITIONAL INFORMATION

SPECIAL SKILLS

I have knowledge about three different languages: English, Hindi, Punjabi. I have real passion for cooking. Good communication skills.

- I speak Intermediate level English; it is second language in my country India. I am Superior in Punjabi and Hindi, because Punjabi is my mother tongue and Hindi has my national language.
- Excellent time management.
- Ability to perform multi task with dedication.
- Able to adapt constantly changing demands and needs.
- Organizational skills.
- Interpersonal skills wise: I love to make pencil sketches, colorful paintings and like to recycle waste material.

INTEREST

I love reading books, doing art and listening folk music in leisure time. I love reading books related to history and new inventions. I like to spend time in garden, because I love flowers and greenery around me. I planting rose and sunflower plants in my garden. I love cooking. I learn cooking from my mother and during work in restaurant. I make delicious food at home for all family members in usual.