**HARMAN**

1. **49A STREET NW**

 **Edmonton, Alberta**

**Mobile: 780-819-6766**

Email: atwalkaur80@gmail.com

**Profile**: A well mannered, conscientious and dynamic person with experience in related community service environment. Welcoming and intelligent worker with proven history of accuracy, efficiency and punctuality. Invested Community Support Worker driven to form trusting relationships with clients and advocate for their best interests.

Currently looking for a new and challenging graduate opportunity within the community development field. One which will best utilize existing skills and experience while enabling further personal and professional development.

**Skills summary:**

* Compassionate, kind care provider
* Encouraging of continued independence
* Supportive emotional and intellectual simulator
* Patient, understanding and flexible
* Physically capable of meeting demands
* Efficient in domestic duties
* Highly organized and efficient
* Prompt, courteous and team oriented
* Knows Punjabi, Hindi and English language

**Education**

* Grade 12, certificate (Jan 2018- Dec 2018)

Dips college, India, Punjab

* Community support worker program (Jan 2019 – Dec2019)

Norquest College, Edmonton, Alberta

* Administrative Professional (Jan 2020-Aug 2020)

Norquest College, Edmonton, Alberta

**Employment History**

* **Sobeys, Ellerslie Road, Edmonton, Alberta**

As cashier

**Main Responsibilities**

* Helped customers find specific products, answered questions and offered advice.
* Assisted with purchases, locating items and signing up for rewards programs.
* Processed returned items in accordance with store policy.
* Wrapped items and bagged purchases properly to prevent merchandise breakage.
* **Independent counselling Enterprises**

As Community Support worker (Non-Residential)

**Main Responsibilities:**

* Helping the client in doing exercises
* Helping the client to live an independent life
* Helping the client to read and write
* Assisting the client who has developmental disability
* Handling the mood swings of client
* Preventing the heath of client from deteriorating
* Taking care of client needs

**Volunteer Experience**

Edmonton Food Bank

* Did segregation and sorting of food products
* Checked the expiry dates of the food products
* Inspected materials and sorted items into piles or in containers according to type, size, condition, coloring or grade.
* Transported picked products to packing area and verified proper packaging, sealing and labeling.

Punjabi cultural Association of Alberta

* Worked as a tutor for the children of grade 6
* Motivated them to learn their language
* Taught them the traditional folk dance
* Participated in professional development opportunities to expand knowledge and skill set.
* Engaged students and made lessons entertaining to hold interest and encourage learning.
* Answered email message and telephone calls to provide quick assistance.

Siri Guru Nanak Sikh Gurudwara Sahib

* Prepare and Served the food to the people
* Did cleaning and dishwashing
* Sweep the floors

R2S Sport and health agency

* Volunteered as a caretaker of the marginalized group of children
* Organized different games for them to play
* Got to know more regarding their culture and belief

Strathcona 55+ center

* Attend the phone calls
* Worked with seniors
* Helped the seniors to prevent their isolation
* Organize different events for them
* Helped the supervisor in maintaining the records of seniors
* Assist clients in adhering to treatment plans, such as setting up appointments, arranging for transportation to appointments, or providing support
* Monitor, evaluate, and record client progress with respect to treatment goals
* Communicated with individuals of all ethnic and cultural backgrounds on a daily basis
* Assisted clients in crisis

References

* Jojo Antony, Outreach Coordinator

 Strathcona Place Society

Ph: (587) 712-1215

* Rhonda, Supervisor

Sobeys, Ellerslie Road

Ph: (780) 999- 6441