Kamaljeet Kaur

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January 5th, 2021

Hope 4 Life

Edmonton, AB

**RE:** Community Support Worker

Dear Hiring Manager,

I am writing today to express my interest in full time position of Community Support Worker position on Company website. I feel my education, skills and experience make me a good candidate for this position.

I finished a Community Support Worker Certificate program from Norquest College and completed Administrative Professional Program at Norquest College, with this course I gain some Computer skills (MS Word, MS Excel, PowerPoint, & Access). I had also completed my one semester of Personal Support worker program in Northern College of Timmins Ontario. With this course (PSW) I got practical training about how to provide physical, emotional, and/or behavioural support to persons with developmental disabilities in all areas of daily living, recreation/leisure activities and community inclusion. I have done Bachelor of Science degree from my back home. I taught in elementary school to senior classes. Moreover, Currently I am working Part-Time with Independent Counselling Enterprises in Residential and Non-Residential group homes. I also had volunteer & Field experience in Mill Woods Senior Association, Sage Senior Association, Mariam Center, Indigenous Senior Centre, Edmonton Food Bank in Edmonton, Alberta. With this, I also joined Worker Bs Training Program in Caribbean Women Network in Edmonton.

I am very dedicated person about my work. I have excellent time management skills and good leadership skills. I believe the above skills would be beneficial in Community Service Worker role. I possess 1 year of hands-on community & Personal support experience in disabled and elder care domains. I had great experience for understanding person’s needs and fulfilling them according to their likes & needs.

I would appreciate the opportunity to further discuss my qualifications with you. You can contact me via: (780) 695-2781 or by email at [kamalkaur0781@gmail.com](mailto:kamalkaur0781@gmail.com). I am looking forward to hearing from you.

Thank You for your time and consideration.

Sincerely,

Kamaljeet Kaur

Enclosure:Resume

**KAMALJEET KAUR**

2807 11 Avenue NW

Edmonton, AB T6T 2H3

Phone: (780) 695-2781

[Kamalkaur0781@gmail.com](mailto:Kamalkaur0781@gmail.com)

**OBJECTIVE**

* To obtain a Permanent full time Community Support Worker position with Hope 4 Life**.**

**HIGHLIGHTS OF QUALIFICATIONS**

* Possess 2 year of hands-on community & Personal support experience in disabled and elder care domains
* Met with clients, their families, assessed needs and provided resources and support
* Capable of providing physical (food, personal care) and emotional support
* Assisting clients with daily living skills
* Administering medication
* Light housekeeping & meal preparation
* Cleaned rooms and removed waste properly

**PERSONAL SKILLS**

* Applied positive attitude, respect, and empathy to work.
* Develop problem solving and time management skills.
* Excellent written and verbal communication skills.
* Provide quality customer service, answering questions and resolving issues.
* Strong capability for prioritizing tasks.
* Maintain Interpersonal relationships and conflict resolution skills.
* Ability to work a flexible schedule including weekdays, evenings, night shifts, and weekends, anytime.

**TECHNICAL SKILLS**

* Tested & supported various technical systems, including hardware, software, websites, & database systems.
* Proficient in Microsoft Office (Word, Excel, PowerPoint, & Access)
* Trained in writing business emails and journals.
* Opening and closing register, handling accurate cash operations and cash transactions.
* Expert in Keyboarding and Typing Skills.
* Maintained accurate documentation and noted any changes

**EDUCATION**

**Administrative Professional Certificate**

Norquest College, Edmonton, AB January 2020- August 2020

**Community Support Worker Certificate**

Norquest College, Edmonton, AB January 2019-October 2019

**Personal Support Worker Certificate** September 2018- December 2018

Northern College, Timmins, ON

**Bachelor of Science Degree** March 2013-March 2016

Mahatma Jyotiba Phule University, Bareilly, India

**EMPLOYMENT HISTORY**

**Community Support Worker** December 2020- Present

Independent Counselling Enterprises, Edmonton AB

* Provide personal care.
* Prepare and serve nutritious meals.
* Perform light housekeeping and cleaning duties.
* Laundry clothing and household linens.
* Administer bedside and personal care; Feed or assist in feeding; Change non-sterile dressings.
* Administer medications; Assist in regular exercise, e.g., walk.
* Assist clients with bathing and other aspects of personal hygiene

**Part-Time Sales Associate (3-Month Contract)** September 2020- December 2020

Dollarama, Edmonton AB

* Provide customer service by greeting and assisting customers and responding to customer inquiries and complaints.
* Inventory stock and reorder when inventory drops to a specified level.
* Assist customers by providing information and resolving their complaints.

**Crew Member** September 2020- November 2020

Pizza 73, Edmonton AB

* Prepared all food orders within a 2-3-minute time frame.
* Handled currency and credit transactions quickly and accurately.
* Cleaned offices and common areas, emptied trash and restocked supplies in the restrooms.
* Maintained clean and safe environment, including in the kitchen, bathrooms, and building exterior.

**Worker Bs Training Program** October 2019- December 2019

Caribbean Women Network, Edmonton AB

* It is about giving women a chance new life and hope of earning a livelihood.
* Created bonds of Safety.
* Shared Mutual learning and a Sense of belonging with other women.

**Cashier**

Ganesh Sweets, Edmonton, AB June 2019- September 2019

* Welcomed customers
* Explained new products and costs to shoppers
* Worked cash register and packed purchased items

**Assistant Teacher**

Lions Public School, Gadarpur, India April 2016- October 2016

* Taught elementary school children- (Grades 4,5,6)
* Prepared lesson plans
* Managed behavioral issues among the children
* Supervised school children during recess

**VOLUNTEER EXPERIENCE**

**Volunteer (**casual)

Mill Woods Senior Association, Edmonton, AB September 2019- October 2019

**Health to happiness Program**

* Lead yoga classes with seniors
* Support seniors with other recreational activities

**Indigenous Seniors Centre Volunteer (Casual)** June 2019

Indigenous Seniors Centre, Edmonton, AB

* Gardening all around the centre
* Interact and assist the seniors with disability
* Plant in the parks and decoration with the rocks.
* Prepare and serve food
* Know people from different communities at one place.

**Volunteer (Casual)**

Food Bank, Edmonton, AB June 2019

* Assisted the clients in preparing food boxes according to their needs.
* Maintained personal and professional relationships with people.
* Worked under stress and pressure to serve people in best way.
* Listened to the problems of people and took care of food allergies and fulfilled their needs.

**CERTIFICATE:**

* Valid First Aid & CPR Certificate
* Valid Child Intervention Check
* Valid Criminal Record Check

**Valid Class 5 Drivers Licence**

**LANGUAGES KNOWN**

* English
* Hindi
* Punjabi

\*Reference provided Upon Request\*