Rajdeep Kaur

 3651 31a St NW

 Edmonton, AB T6T 1H3

 Cell no. 825 333 9198

rajdeep.pmt@gmail.com

I am seeking a full-time job for Community Support Worker position. I am interested in exploring my professional horizons by seeking new challenges in the area as a part time\casual staff in taking care of clients who need assistance, encouragement, guidance and support in daily activities and enhancing the full potential of individual. My availability is weekdays and weekends anytime. I am confident that my application and my qualification in resume would be an asset into the team. I am pleased to present the enclosed resume and explore the ways in which I can make an immediate and positive impact on client’s lives.

My full initiative and exceptional skills combined with my abilities to work well under pressure, allow me to fulfill my role in the client-centered environment. I feel my strongest abilities are:

* Ensuring health and safety as priority.
* Non-judgmental approach for clients and co-workers.
* Confidentiality, effective communication, decision making, problem solving skills and patience.
* Mind fullness about surroundings.
* Respecting professional and personal values.

Enclosed is my resume for your review. I welcome the opportunity to discuss with personally about my skills. I will be waiting for your response.

Sincerely,

Rajdeep Kaur

 **Rajdeep Kaur**

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Edmonton, Alberta, Postal code T6T 1H3

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**Summary**

I am motivated and passionate student of NorQuest College with successful skills and qualities to work honestly and updated form for any organization or company for their enhancement and to assist with goal accomplishment that are necessary to achieve.

**Education Highlights**

**Health Care Aide Winter Term 2020**

**Community Support Worker Spring Term 2021**

NorQuest College, Downtown Campus Edmonton, Alberta.

**Bachelor of Sciences in Nursing** October 2012 -2016

* Bhai Gurdas Institute of Nursing, Sangrur (Punjab) India.
* Graduated as a Registered Nurse from Baba Farid University of Health and Sciences, Faridkot (Punjab) India.

**Grade 12 diploma** March 2011 -2012

* Graduated in biology, chemistry and Physics.

**Experience Highlights**

* **Working as a Health Care Aide in Excel Society**
* Group homes

**Job duties**

* Administering medication
* Personal care (depends on the client)
* Cooking food for the clients
* Cleaning
* Documentation

**Volunteer Experience**

* Worked voluntarily in an old age home to assist older adults in their daily activities.
* Worked with people suffering from various mental health issues and physical disabilities in a non-profit organization for four months.
* Participated in volunteer work for cancer survey in India.

 **As a nurse** Jan 2018 – Feb 2019

* Worked in Malwa Hospital Mehal Kalan, India.
* Worked in various wards such as medical, surgical, orthodox, gynecology and pediatrics to improve wellness.

**Professional Job Duties**

* Administer prescribed medications to patients.
* Administer IV therapy.
* Tube feeding to patients.
* Ensure practice of infection control measures.

**Practicum Experiences**

* Rutherford Heights, Supportive Living
* Shepherd’s Care Foundation, Long Term Care
* Life Style Options Whitemud, Supportive Living (Preceptorship)

**Certifications**

CPR, Issuer- BLS

WHIMS

FOIP

**References**

Provided on Request.