

SHAVEL FRANCIS

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Objective

With 2 years of studying as a Settlement Worker, volunteering, and from previous jobs, I will use my skills to effectively perform my duties, and goals and fulfill my responsibilities. With excellent listening skills, excellent reasoning and persuasion skills will be a great asset to your organization, and displaying good leadership allows me to engage in various environments.

Employment

Comfort Care Aide, Shepard's Garden Eden House (full time, contract) May- June 2021

- Complete regular sanitization to ensure clean environments for residents and staff
- Helping residents with personal care and recreational activities
- Caring for disabled patients
- Participated in inventory analysis, reporting, and restocking
- Handling visitations

Education

Settlement Studies Diploma Program NorQuest College, Edmonton, AB

Sept 2020-August 2022

- Knowledge is Office 360 and Google programs
- Effective Time Management skills
- Knowledge about systematic and systemic issues faced by marginalized communities
- Knowledgeable about resources and organizations available to provide support
- Intercultural Awareness
- Knowledge about Albertan and Immigration Policies
- Assisted persons with finding income, housing, health, and social support

Skills and Abilities

- Leadership
- Time Management
- Team worker
- Cultural Awareness

Volunteer Activities

Edmonton's Food Bank

May 2022- August 2022

- Client Services
- Agency Assistance

- Assisted in hamper line assembly
- Assisted in Sorting

NorQuest College Settlement Studies Program

Jan 2021

Settlement Advisor

- Facilitated information session, statistic gathering
- Gathered and compiled resources about support programs for students and teachers
- Assisted with session facilitation

Hope Church Ministry and Homework Center

April 2020

- Taught English language to adults and seniors.
- Lunch Cook and Preparation
- Taught Home Economics and assisted students in locating resources for grant applications
- Homework tutor for primary and secondary school students.
- Supported the role of the secretary with tasks such as filing, calling, and feedback

Enos Barrett Learning Center for Disabled Children.

July 2020

- Teacher and Care aide.
- Cook and Facility Caretaker

Elderly Caretaker

January 2018

- Assisted with personal hygiene
- Assisted with meal prep and diet
- Facilitated recreational activities
- Aided with medication administration

Certifications

St. John's Ambulance

- Standard First Aid CPR and AED Level C

Trauma Informed Care Certificate

Introduction to Gender-Based Equality +

REFERENCES AVAILABLE UPON REQUEST