

GABRIEL BOAMPONG

Address: C102 5208 147th Avenue NW,Edmonton.

Telephone: 825-967-2996 Email: Gabrielboampong @gmail.com

PROFESSIONAL SUMMARY.

I am an adaptable person with keen interest to assist in any way I can professionally. I aim to use my skills and knowledge to fill the vacancy in your firm where my skills will be relevant and appreciated. I am disciplined, self-motivated and dependable person who long for new challenges with a primary goal to have new experiences in order to broaden my knowledge.

OFFICE SKILLS.

- Punctual and professional.
- Effective team player with the ability and confidence to work independently. -Excellent organizational skills.
- Strong analytical and problem-solving skills with innovative thinking.
- A high level of manual dexterity and the ability to work hands-on
- Demonstrated ability to use office equipment effectively.
- Proficient in MS Office Suite.

COMMUNICATION AND INTERPERSONAL.

- Able to multitask and manage priorities effectively.
- Detail oriented and able to manage stress.
- Ability to manage conference calls effectively.
- Value driven and energetic person.
- Strong communication skills both non-verbal and verbal.
- Quick learner who is willing to train in a new position.
- Strong organizational, time management and multi-tasking skills.
- Strong desire to learn and able to adapt to a changing work environment. - Industrious individual with self-motivation to learn new position.
- Conscientious, loyal and attentive to details and procedures.
- Very independent, honest and reliable.
- Solid team player; good working rapport with colleagues.

EDUCATION AND QUALIFICATION.

ADISADEL COLLEGE 2015-2018

Business

Key course: Business management,Economics,Financial accounting and Elective Mathematics..

TRAINING AND CERTIFICATIONS.

- Standard First Aid/AED level A.
- Standard First Aid and CPR Training.
- Keeping People Safe Training.
- MANDT System.
- Infection Prevention and Control Training.
- WHMIS 2015 Training Comprehensive.
- Occupational Health and Safety Awareness Training for Workers(Alberta).
- Workplace Hazards Training.
- Workplace Violence And Harassment Training for Employees (Alberta).

- Alberta Food Safety Basics.
- Medication Administration.
- ProServe.

WORK EXPERIENCE:

Community Support Worker May 2018- December 2022.

Warrington Community Living For Youth and Adults.

- Provided care assistance ,companionship and support to clients by ensuring that the clients' needs and wishes are met.
- Assisted clients with daily life skills, social skills and behaviour management. -Maintaining positive attitude towards work.
- Developing a support plan by assessing clients' needs and gathering background information through clients interviews or appointments.
- Assisted clients with daily life skills, social skills and behaviour management.

Volunteer:

- 2018 The Unprecedented Charity Society.

Language Literacy:

Languages:

- English.
- Asante Twi. (Dialect from Ghana). - Chinese(level 1).