

DONNA MCKAY

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HIGHLIGHTS OF QUALIFICATIONS

- Over 10 years experience as a Health Care Aid (AHS directory registered current)
- Exceptional listener and communicator who effectively conveys information both verbally and in writing
- Flexible team player who thrives in environments requiring ability to effectively prioritize and multi task concurrent projects
- Friendly and outgoing – experienced establishing rapport and regular clientele
- Over 10 years' professional customer service experience
- ProServe in 2019
- 1st Aid & CPR Certificates (exp 2025)
- Volunteered at several athletic events
- Dedicated athlete with a regular gym regime
- Several awards for 100% attendance

EDUCATION

Health Care Aid 1998

(experience in all levels of health care)

Micro Business Course 2007

Personal Fitness Trainer Diploma

Elevated Learning Academy, Edmonton AB 2020

ACE certified

- Anatomy
- Kinesiology
- Program design
- Coaching, small group fitness
- Basic CPR and First Aid current 2023
- One on one training

Applied Nutrition Diploma

Elevated Learning Academy, Edmonton AB 2020

- . Nutrition information
- . Meal Planning
- . Behaviour modification in diet
- . Understanding role of macro, micro nutrients
- . Coaching proper food choices and life style changes

Life Skills Coach Trauma Addictions Informed Diploma

Rhodes College BC 2021

- Employment skills
- General life skills
- Addictions
- Trauma
- Suicide prevention (non certified)

Professional Counselling Diploma Rhodes College BC 2023 ATA registered

- One-on-One Coaching and Counselling
- Group Facilitation
- Designing and Delivering Workshops / Programs
- Areas such as accountability, goal setting, conflict resolution, setting boundaries, stress management, lifestyle management, balancing self-determined behaviours, self-care, mindfulness, meditation and more

EMPLOYMENT HISTORY

Home Care Assistant (current casual)

- Provide companionship and ADL
- Meal prep
- house keeping
- Assist with exercises provided by physio

GNC 2021-2022

- Increased sales
- Temp store lead during that month our store obtained high sales and all associates received bonuses.
- Key holder

Server/Bartender 2018 – Nov 2019

CANADIAN CULTURAL ASSOCIATION, Edmonton, AB

- Provided friendly service, mixed and served alcoholic beverages
- Significantly increased food and beverage sales for the restaurant
- Banquet setup and cleanup

Counter Manager/Cashier 2018

HUDSON BAY COMPANY, Edmonton, AB

- Hired as the counter Manager for Elizabeth Arden
- Significantly increased sales within one quarter – Won several prizes for exceeding sales goals Canada-wide
- Left counter as number one in sales nationwide

Sales Clerk 2016

SHOE WAREHOUSE, Edmonton, AB

- Greeted and assisted customers with shoes purchases; including sizing, cash and debit transactions
- Generated above average of sales; operated a cash register to process sales

Counter Manager/Cashier for Biotherm 2012 to 2013

SEARS, Edmonton, AB

- Provided skin care demonstrations to potential clients including make overs to market new products
- Exceeded sales goals nation-wide

Volunteer Experience

Hike and Bike CoOrdinator for 900 plus members

- Plan and map safe hikes or trail bike rides
- Talk about nutrition bars and healthy snack choices

Social director for EBTC 300 plus members

- Planned and booked functions for 20-250 people
- Arrange fun events such as cycling, hiking, walking, cross country skiing, snow showing
- Planned meals order them and set up exciting venues
- Increased members to events

Baked Bannock was for Mustard Seed Church

- Baked bannock for over 300 celebrities in Edmonton at volunteer fund raiser

Baked bannock for Heritage Days

- Bake bannock
- Provide fresh dough
- Award attained for best food at venue

Held Outdoor Free Fitness Activities 2020-2022

- Help engage clients in fitness outdoors to assist in loneliness during pandemic
- Teach running drills and distance
- Hiking
- Cycling
- Out door fitness HITT activities
- Provided Life Coaching by being present, listening, and having clients discover new ways of thinking and moving forward

Facilitated a spiritual mental health 8 week program through Hope City Church 2023

Volunteer at YMCA 2021 (current)

Extracurricular Activities

- Giving of my time energy and resources
- Baking bannock, cooking nutritious meals
- Hiking, cycling road and off road snow shoeing(running and walking), cross country skiing, running and swimming, resistance training
- Learning new things

CERTIFICATIONS

ACE certified current
Cycling fit certified (spin)
Yoga level 1 certified
CPR First aid expires 2025
Fully and current vaccinated
Police check vulnerable sector current