

OLADIPO OLABODE

13330 82 Street Edmonton, Alberta T5E 2V1
587-501-6015, leumasservices@gmail.com

Hope 4 Life
9190 – 34A Ave,
Edmonton, AB,
T6E 5P4

Hiring Manager:

RE: Support Worker

I write to apply for the Support Worker position in your organization. I am a diligent individual who relate very well with people and clients. I have an excellent understanding of how to care for others, my education and work experience had prepared me for this position. I have the ability to work on own initiative and organize my work according to importance and urgency. Here is how my qualifications meet your requirements:

- Experience working with individuals with disabilities
- Perform activities in care for patient's hygiene, nutrition, and mobility
- Develop helping relationships with individuals with disabilities
- Work effectively as a team with the individual and their support team to help achieve their goals
- Perform administrative functions and adequate documentation
- Support and participate in recreation and leisure activities with client
- Perform administrative and cleaning duties relating to the operation of the home
- Ensure utmost confidentiality at all times
- Able to communicate effectively and get along with people and client
- Able to work relatively independently and as a member of a team

My experience working as a Community Support Worker will make me an excellent fit for this job. I am flexible, hardworking and work under pressure with little or no supervision. My attached resume will give you a better understanding of my background and skills. I look forward to an interview to further discuss my qualifications, and interests with you.

Sincerely,

Oladipo Olabode

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WORK OBJECTIVE: Contribute, and achieve results beyond expectation

HIGHLIGHTS OF QUALIFICATIONS:

- Integrity and honesty, and ethical
- Client care oriented focus, and hardworking to ensure success
- Dedicated, compassionate, and committed to health service-oriented work
- Excellent communication and interpersonal relationship skills
- Reliable, Punctual, focus, friendly and show empathy
- Culture recognition and Ethical
- Independent and excellent team worker
- Take individual out for community activities
- Prepare month end report and individual progress report (monthly summary)

WORK EXPERIENCE

Community Support Worker, Eden Christian Ministry

July 2020-Jan. 2024

- Offering empathy and guidance to clients facing emotional or psychological difficulties
- Providing immediate support and intervention during crises, such as health emergencies
- Establishing trust and rapport with clients to support their engagement and development.
- Supporting individuals with developmental disabilities
- Tracking and documenting clients' progress and adjusting support plans as necessary.
- Medication administration and reminder
- Perform administrative functions and adequate documentation
- Provide companionship and participate in recreation and leisure activities

Administrative Officer, West Atlantic Wood Company Limited

Sept. 2015 – June 2020

- Contribute to short and long-term organizational planning and strategy.
- Give support to processes supporting the internal operations of the company.
- Undertake contract negotiation with suppliers.
- Preparation of monthly payroll
- Carry out management decision on discipline as approved by management and Communicate such to staff concerned.
- Perform administrative functions and adequate documentation
- Ensure confidentiality of information

Education

University of Lagos, Nigeria.

Bachelor of Science in Actuarial Science

1995

West African School Certificate of Education

Abeokuta, Ogun State.

1983 – 1988

Certification

First Aid and CPR

2024

Construction Safety Training System (CSTS 2020)

2024

Workplace Hazardous Materials Information System (WHMIS 2015)

2024