

KYRSTN SMITH

CONTACT



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11174 73 ave NW,
Edmonton, Alberta

REFERENCES

Tracy Yarmuch - 905/329/2025

Mandi Mlandenovic - 289/407/9525

Maureen Cooke - 905/658/9375

Eli Erb - 780/720/0342

EDUCATION

Registered Practical Nursing

Niagara College

January 2023 to Present

Pre-Health Sciences

Niagara College

September 2021 to May 2022

Medical Office Assistant

Bryan College

August 2022 to January 2024

CERTIFICATIONS

First Aid Certification November 2022 - Present

BLS Certification November 2022 - Present

Smart Serve June 2019 - Present

PROFILE

Yes! All my work experience is from Ontario, I recently just moved here so I did mean to apply and I'm still currently seeking employment!

I am outgoing, highly reliable, easy to get along with as well as a fast learner. I have experience in several categories and willing to learn where I don't. I enjoy staying busy with task oriented timelines as well as my puppy and kittens.

I am a medical student but I do prefer full time employment as I have full time availability.

WORK EXPERIENCE

Personal Support Worker

September 2022 - November 2023

Wellness at Home

Niagara Falls, ON

- Cared for people and families during periods of illness or recovery.
- Provided bedside and personal care to clients and helped them move, bathe, groom and get dressed and undressed.
- Planned and prepared meals.
- Changed non-sterile dressings and gave oral medications as instructed by home care agency or supervisor.

Medical Receptionist

September 2022 - November 2023

Wellness Medical Centre

Dr. N Vaccaro

Niagara Falls, ON

- Kept an inventory of office supplies and ordered new materials as needed
- Created billing invoices and receipts
- Data Entry
- Scheduled appointments

Manager -

Operations/Merchandising

September 2022 - November 2023

Banana Republic Factory Outlet

Niagara Falls, ON

- Open/closed cash tills and POS systems
- Completed the weekly schedules
- Tracked shipment/markdown UPH and DER
- Promotion Changes
- IPROC/change ordering
- Drove daily sales goals to achieve KPI'S

Server and Bartender

September 2018 - September 2023

Carpaccio Restaurant and Bar

Niagara Falls, ON

- Provided a fine dining experience
- Created drinks in a timely manner
- Prepared alcohol ordering list
- Cleaned/organized bar weekly to ensure freshness

Pediatric Caregiver

January 2024 - Present

- G-tube feeding
- Medication Administration
- Hourly Vitals
- Charting
- Suctioning/bagging
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Edmonton, AB