**MANVIR SINGH**

Millwood, Edmonton, Alberta

[manvirsidhu4@gmail.com](mailto:manvirsidhu4@gmail.com)

(780)677-2000

**KEY STRENGTHS**

* Polite, confident, and hardworking
* Good communication skill, can speak 3 languages (English, Hindi, and Punjabi).
* Leadership skill and good at team work.
* Good Problem-solving skills.
* Honest, trustworthy, and detailed oriented
* Able to perform the given tasks with efficiency.

**EDUCATION**

**Educational Assistance 2022-2023**

Norquest College, Edmonton, AB

**Addiction Recovery Practitioner 2021-2022**

Norquest College, Edmonton, AB

**B.Sc. Nursing 2015-2019**

Skss College of Nursing, Shrabha, Ludhiana, Punjab, India.

**(B.Sc. Nursing is certified by World Education Services.)**

**Work Experience**

**CASE (Children’s Autism Society of Edmonton) JAN 2023- Now**

**Educational Assistant**

* Assist students with integration into the classroom and school setting
* Help students individually or in small groups with assignments and reinforce learning and retention concepts under the supervision of the classroom teacher
* Assist students with special needs using techniques such as sign language, braille and remedial programs
* Monitor and report student progress to classroom teacher
* Accompany and supervise students during activities in school gymnasiums, laboratories, libraries, resource centers and on field trips
* May assist teacher in the operation of projectors, tape recorders and other audio-visual or electronic equipment
* May assist in school library or office and perform other duties assigned by the school principal
* May monitor students during recess, at noon hour or during the day.

**Entrust Distality serious Nov 2022-Now**

**Assistant Manager**

• Provide oversight and support our front-line Support Workers in all aspect of their role, particularly during their training and residence demonstration.

• Responsible for in-house training, on-going coaching, and evaluation of staff.

• Address concerns in an appropriate and timely manner.

• Ensure Support Workers have the skills needed to adequately assist individuals, create opportunities that enable relationship building.

• Ensure personal care is provided in a dignified and private manner.

• Light housekeeping and meal preparation including grocery pick up and proper storage of foods.

• Attend/follow up with medical appointments, administer First Aid as needed.

**Community Support Worker 2022- Now**

* Helping the clients who have mental health issues.
* Helping them to meet their daily needs.
* Helping them to interact with the society.
* Assessing the needs of the patient and providing the support

**7-Eleven gas station 2021-2022**

**Sale associate**

* Helping the customers to get the stuff they need.
* Stocking all the coolers and other groceries items.
* Preparing the food items.
* Multitasking in all the areas where there is need for the help.

**Grewal eye care hospital 2019-2021**

**Nursing Supervisor**

* Assessment of the patients’ vital signs
* Assigning shifts to the staff.
* Making schedule for the Operation Theater staff for whole month.
* Checking eye sight of the patient.
* Providing the patient pre-operative and post-operative care.

**Certificates**

* **CPI (Crisis Prevention and intervention).**
* **Alberta Standard First Aid, Level C CPR & AED**
* **Child educator certificate level 1.**
* **Brain story Certification**

**Practicum-**

Children autism society Edmonton **Jan 2022- July 2022**

**Note- Please contact me if you need any information.**