

Sukhmani Sidhu

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Willing to relocate

Work Experience

Security Guard

Paladin Security

December 2023- Present

- Provide a high level of customer service in a challenging and dynamic environment
- Monitor site visitors, cameras, and alarm systems to ensure safety and access in accordance with the site policies and procedures
- Attend and investigate security alarms and emergencies in a timely and professional manner
- Conduct proactive patrols to ensure safety and address policy breaches, and note any concerns
- De-escalate crisis situations, provide support and liaise with emergency personnel, including; police, fire and paramedic resources
- Exercise crowd control and evict trespassers
- Write clear and detailed reports, including incident, emergency, liability and day to day reports
- Provide first aid and medical response when required to any person(s)
- Utilize two-way radios and computer applications to communicate site activities

Receptionist/Administrative Assistant

Angad immigration - Edmonton, AB

April 2023 – December 2023

- Schedule and confirm appointments
- Respond to telephone, email, and in-person inquiries and arrange consultations
- Prepare pre-bills and invoices and process payments
- Perform clerical duties, such as mail processing, word processing, form filling, scanning and photocopying, and precise electronic document labelling and filing.
- Perform other administrative tasks as required.

Child Care Therapist

Bayfield Treatment Centers - Belleville, ON

April 2022 to May 2023

- Promote and maintain a therapeutic environment for a diverse population of children and youth experiencing a range of social, behavioral, and mental health difficulties
- Assist youth in achieving their Plan of Care goals
- Coordinate and participate in recreational and activities for the youth
- Develop therapeutic relationships with youth, using various teaching, mentoring, and counseling skills
- Support a team approach to sharing program activities, daily care responsibilities, and problem solving
- Follow behavioral support and intervention guidelines including crisis intervention

- Complete administrative tasks related to client progress reports, incident reports, and behavior tracking
- Ability to effectively communicate with youth and adapt to their specific needs
- Ability to develop and maintain respectful and cooperative working relationship children/youth, families, colleagues, communities, and placing agencies
- Maintain a high degree of confidentiality

Food Court Attendant

McDonald's February 2021- September 2021

- Clear and clean tables, trays and chairs
- Package take-out food
- Portion and wrap foods
- Prepare, heat and finish simple food items
- Serve customers at counters or buffet tables
- Stock refrigerators and salad bars
- Take customers' orders
- Use manual and electrical appliances to clean, peel, slice and trim foodstuffs
- Remove kitchen garbage and trash
- Sweep, mop, wash and polish floors

Administrative Assistant

Lulu lemon athletic - Brampton, ON

June 2020 to February 2022

- Database administrator
- using RF Scanner, picking, packing, ship alone, shipping
- Training new employees
- Managing picking side area and packing side

Education

Diploma in Social service worker

Sheridan College - Brampton, ON

Skills

• Communications • Microsoft Excel • Management • Receptionist • Scheduling • Customer Service Skills • Data Entry • Billing • Organizational Skills • Microsoft Office • Front Desk • Team management • Database Administration

Certifications and Licenses

- Security Guard License
- Class 5 driver's license
- Valid First-aid, CPR certificate
- Vulnerable police check available within last 6 months