

# Mehakpreet Kaur



825 522- 1625



mehakpreetgrace@gmail.com



EDMONTON, AB

## PROFESSIONAL SUMMARY

---

A compassionate and dedicated settlement worker with a strong background in Human Services, resource collaboration, and administrative tasks. Adept at working with children, youth, and families, with a passion for empowering individuals and fostering community growth. I am seeking a full-time position to enhance my work experience while contributing your company's objectives.

## SKILLS

---

Resource Collaboration

Crisis management

Administrative Tasks

Punctual

Multilingual

Program and event support

Professionalism

Data Entry and Reporting

Responsible

Teamwork and Collaboration

Client Support

Multi- tasking

## EXPERIENCE

---

### **SUPPORT WORKER, HARYANA, INDIA**

Old Age Home, 2021-2022

- Provide emotional support and companionship to elderly residents, fostering a caring environment.
- Assist with daily activities, including meal distribution, mobility assistance, and recreational programs.
- Coordinate with healthcare professionals to ensure timely medical care for residents.

### **SETTLEMENT WORKER (STUDENT PRACTICUMS), EDMONTON, AB.**

Action for Healthy Community, January 2023–April 2023

- Receptionist and able to handle phone calls, greet visitors
- Handling Inquiries and resolving issues
- Flexibility and adaptability to handle changing priorities and work under pressure

### **CHILDHOOD WORKER (STUDENT PRACTICUMS), EDMONTON, AB.**

Tree House Daycare, May 2024–June 2024

- Assisted in supervising and engaging children in educational and recreational activities
- Maintained a safe and clean environment for children to play and learn
- Supported daycare staff in daily tasks such as meal preparation, organization, and ensuring the well-being of the children under care

### **SECURITY PROFESSIONAL**

Allied universals

## EDUCATION

---

### **COMPLETED COURSEWORK TOWARDS DIPLOMA IN SETTLEMENT STUDIES, EDMONTON.**

Norquest College, August 2024

### **COMPLETED COURSEWORK TOWARDS HIGH SCHOOL EDUCATION IN HUMANITIES, INDIA.**

Lord Mahavir Jain Public school, 2021

## CERTIFICATIONS

---

- CPR and AED Level C (2024)
- Being Trauma Aware Certification

## LANGUAGES

---

- **English**  
Advanced
- **Punjabi**  
Advanced

- **Hindi**  
Advanced

## ADDITIONAL INFORMATION

---

Passionate about working with children, youth, and families, with a focus on Indigenous communities.

Strong understanding of health issues affecting youth and adults, intergenerational trauma, mental health, and behavioral issues.

Willing to work flexible hours, to meet the needs of children and families.