

Patience Alemnji  
2355 Casey Cres SW T6W Edmonton  
Email: [alemnjip@gmail.com](mailto:alemnjip@gmail.com)  
Tel: 825 419 0402  
January 16, 2025

Dear Human Resource,

**Re: Application for the position of Community or Personal Individual Support Worker**

I read with great interest your posting on website for the above position and believe I am competent and well suited to be a part of your team. I am passionate about your high value in providing the best services to Individuals and their families/guardians and is my desire to contribute even more. Supporting individuals and families to identify, explore and obtain needed services that will enhance their well being, and assist in their capacity for independence and inclusion in the community are values I strongly uphold.

I have extensive experience working with individuals with disabilities, children, youths, and their families in the social services field promoting diversity, inclusion and collaboration and have a great mastery of the application of resiliency framework. My experience has equipped me with theoretical and practical lens to work from a trauma-informed and anti-oppressive approach,

I have experience working with families and individuals of varied background, where I developed and implemented several early interventions. My knowledge, skills and experience around crisis intervention and Signs of Safety will be very relevant to the position. I am empathetic with a proven ability to establish rapport and develop positive relationship with clients and other stakeholders.

My unique qualification for this position stems from my over three years of experience in special services, working in various capacities, providing distinct care to children, youth, adults, and families with varying disabilities; case management with people suffering from homelessness, mental health, addictions, domestic violence, teenage pregnancies/parenting and different abilities.

My work and volunteer experiences have shaped my understanding of culturally diverse workplace, providing me the extra opportunity to relate well in a team environment, be very dependable and demonstrate exceptional leadership skills. At this point in my career, I would like to expand my horizons and seek out new ways to contribute to the community.

Thank you for reviewing my application and I look forward to discussing how I can contribute and impact your team. I am available immediately.

Sincerely,

Patience Alemnji

Private Career College

Certify that

**PATIENCE ALEMNJI**

*Has completed with success the course of*

**HOME CARE ASSISTANT - 320 hours (including internship)**

**LAW 90 - 20 hours**

## Certificate of vocational training

### Description of the training activity

Introductory notions on the Quebec health care system, roles and responsibilities of a Home Care Assistant, the 14 fundamental needs of the elderly person and the tasks of a pab, the process of aging and the elderly person, the dying patient, diet and nutrition, bathing techniques: positioning, bath, LAW 90, Bathing Techniques, Workplace training (**please consult internship report**)

**Montreal, December 12<sup>th</sup> 2024**



**P/the Director**

Private Career College

Certify that

**PATIENCE ALEMNJI**

*Has completed with success the course of*

**PERSONAL SUPPORT WORKER (PSW) - 750 HOURS (including internship)**

## Certificate of vocational training

### Description of the training activity

Introductory notions on the Quebec health care system, roles and responsibilities of a personal support worker (PSW), the 14 fundamental needs of the elderly person and the tasks of a pab, the process of aging and the elderly person, the dying patient, diet and nutrition, bathing techniques: positioning, Workplace training (please consult internship report)

**Montreal, December 12<sup>th</sup> 2024**



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**P/the Director**

# Patience Alemnji

2355 Casey Cres SW, Edmonton, AB T6W

alemnjip@gmail.com

+1 (825) 419 0402

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## CAREER OBJECTIVE

Versatile and dedicated individual seeking a **Full-time position** as a **Community Support Worker/Personal Support Worker**.

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## SKILLS/PROFESSIONAL PROFILE

- Over 5 years of client support and home care experience in home care environments.
- Over 5 years of providing social services for disabled children and women in urban and rural areas.
- Skilled in providing personal support and assistance to disabled individuals, including elderly persons, in a non-judgmental and respectful manner.
- Proficient in documentation and application processing.
- Strong verbal and written communication skills.
- Ability to work independently and collaboratively in a team environment.
- Excellent multitasking, time management, and organizational skills.
- Conscious of workplace health and safety standards, ensuring a safe work environment.

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## PROFESSIONAL EXPERIENCE

### Personal Support Worker (Internship/Practicum)

*College Essor Private Home Care, Montreal, Canada*

*Sep 2024 - Dec 2024*

- Implemented client's long-term goals to improve their quality of life.
- Administered personal care, including bathing, dressing, and hygiene support.
- Assisted clients with mobility, community programs, and medical appointments.
- Prepared and served meals based on dietary plans.
- Administered medications under supervision.
- Performed routine health-related tasks such as changing non-sterile dressings.

### Personal Support Worker (Internship)

*College Essor Private Home Care, Montreal, Canada*

*Jul 2024 - Dec 2024*

- Provided care and companionship during client incapacitation.
- Performed housekeeping tasks such as laundry and cleaning.
- Monitored and recorded vital signs and client progress.

- Respected clients' rights to privacy and dignity.
- Assisted with grooming, feeding, and other routine care needs.

### **Personal Support Worker**

*Private Home, Edmonton, AB*

*Mar 2023 - Jun 2024*

- Provided care and supervision for children in a home setting.
- Planned and prepared meals, supporting children with feeding.
- Offered emotional support and encouragement.
- Maintained accurate health records and activity logs.

### **Personal Support Worker**

*Private Home Care, Edmonton, AB*

*Jun 2022 – Jan 2023*

- Supported disabled clients at their residences.
- Assisted with personal hygiene, feeding, and mobility.
- Maintained a safe and supportive environment.

### **Educational Assistant**

*Adansonia, Dschang, Cameroon*

*Aug 2020 - Jun 2023*

- Provided supplemental one-on-one and group instruction.
- Monitored student progress and tracked academic performance.
- Assisted teachers with lesson preparation, grading, and administrative tasks.
- Supervised students during school activities and enforced class rules.

### **Educational Assistant**

*Groupe Scolaire Nzong, Dschang, Cameroon*

*Oct 2010 - Jun 2019*

- Supported classroom integration and assisted students with assignments.
- Worked closely with special needs students using customized learning techniques.
- Supervised students during various school activities.

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## **EDUCATION & TRAINING**

- **College Eссор, Montreal, Quebec, Canada** *Dec 2024*  
Certificate of Vocational Training: **Personal Support Worker (PSW) with Internship**  
Certificate of Vocational Training: **Home Care Assistant (HCA) with Internship**
- **Canadian Red Cross, Alberta** *Oct 2024*  
Standard First Aid and CPR Level C *Valid till 2027-10-23*
- **Higher National Diploma**, Higher Institute of Management (ESG), Douala, Cameroon — *June 2016*
- **Bachelor in Law & Political Science**, University of Dschang, Cameroon — *Sep 2003*
- **High School Diploma (Advanced Level)**, Buea, Cameroon — *Jun 1999*

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**LANGUAGE:** *Excellent in English & French (Speaking, writing and understanding).*



Collège Epsilon  
2700, Rachel Est, suite 280  
Montréal (Québec)  
H2H 1S7  
Tél. : (514) 525-5551  
Télec. : (514) 525-3337  
www.collegeeesson.com

Montréal, January 13<sup>th</sup> 2025

**Object : Attendance/Registration letter**

Student Name : **PATIENCE ALEMNJI**  
Graduation date : December 2024

To whom this may concern,

By the present letter, I attest that **PATIENCE ALEMNJI** has successfully completed the following courses:

- Personal Support Worker
- CPR, First Aid, DEA, Law 90 and PDSB

The content and course flow is in English

Please find attached a copy of course description, official transcript, PSW, PDSB certificates, CPR card

Please accept Sir, Madam the expression of our best regards

A handwritten signature in blue ink is placed over a blue rectangular stamp. The stamp contains the following text: "COLLÈGE ESSOR", "2700, rue Rachel Est, suite 150", "Montréal (Québec)", "Tél. : (514) 525-5551 / 525-3777", and "AGR. 0055704".

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Samir Slimani, Director  
Epsilon College  
514-525-5551



Collège Eссор  
NEQ: 1167387845  
2700, Rachel Est, suite 150  
Montréal (Québec)  
H2H 1S7  
Tél. 1 (514) 525-5551  
www.collegeessor.ca

Montreal, January 17<sup>th</sup> 2025

## COMPLETION LETTER

This is to certify that **PATIENCE ALEMNJI** commenced his Vocational Training Program as a personal support worker (PSW 750 hours) on the **10<sup>th</sup> September, 2024** and successfully completed his training on the **12<sup>th</sup> December, 2024** in Eссор College which take into account the specificities of retirement homes and long term care homes in Canada with respect to the assistance in the realization of the bénéficiaires's lifestyle.

Eссор College is a private educational, guidance and professional integration institution, continues to meet the needs of the labor market by offering various workforce skills development programs.

**Important note:** the student will receive his certificate before being able to do the internship in a residence in order to demonstrate and prove the successful completion of the course. However, the hours of the certificate will only be fully completed when the student has completed his internship. The internship report is attached to the certificate and is used to demonstrate the success of the student's internship. It is then up to the employer to verify the student's internship report.

Eссор College is registered with the government of Quebec with the registration number: NEQ 1167387845

**N.B.:**

1. The program include Internship (**Please require the Internship Report from student**)
2. Medium of instruction in english.

Yours Sincerely,

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Samir Slimani, Director  
Eссор College  
1 (514) 525-5551