

# Mary Bundor

## **Community resource worker**

Edmonton, AB T5Y 0M2

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

+1 780 937 5719

Seeking a Community Resource Worker position.

## Work Experience

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### **Residential Support Worker**

Government of Alberta - Edmonton, AB

August 2017 to Present

- Supporting individuals with personal care and hygiene
- Meal preparation
- . Administer medication
- A strong advocate for the individuals in the Community
- Encouraging ,supporting and participating in recreational and leisure activities.
- Daily documentation
- Appointment bookings
- Attend daily and professional appointments.
- House keeping

### **Acting as a strong advocate**

McMan Youth Family and Community Services

2016 to Present

2016- current

Community Resource Worker1

- Helping Relationships with Individuals.
- Acting as a strong advocate for Individuals in the community.
- Daily Documentation.
- Encouraging, Supporting, and Participating in Recreation and leisure activities.
- Performing administrative work and cleaning duties relating to the operation of the home.
- Participate in on- going programs.

### **Community Rehabilitation Worker**

Entrust Inc - Edmonton, AB

2006 to 2017

Assisted with day-to-day activities which included grocery shopping, meal planning and preparation, light house keeping, laundry, running errands and accompaniment to appointments

- Administered medications as required
- Monitored resident's behaviours to ensure their safety and prepared reports

- Provided a full range of home health care services to meet the needs of clients who suffered from long term disorders
- Administered medication and provided reminiscence therapy
- Provided direct care for the elderly and individuals with disabilities at a primary care facility
- Supported the efforts of patients in caring for themselves by teaching them basic life skills that would enable them to live a happier and more fulfilling life style

### **Community Rehabilitation Worker**

Edmonton Integrated Services

2012 to 2016

Assists clients with Activities of daily living and leisure activities.

- Provide personal hygiene and care
- Fill out incident report for unusual outbursts and make recommendations to prevent future re-occurrence
- Serves meals and help with feeding the clients on G-Tube
- Report all unusual conditions that may involve the safety and well being of the clients to Supervisor.

### **Personal Support Worker**

Revera Home Health

2011 to 2012

Identifying and understand behavior of concerns.

- Promoted activities of daily living to sustain positive attitudes and quality of life for those residents in need
- Taught and supported client's efforts to learn the necessary life skills that would enable them to care for themselves on a daily basis
- Use mechanical lifts during transfers.
- Assisted with day-to-day activities which included grocery shopping, meal planning and preparation, light housekeeping, laundry, running errand and accompaniment to appointments

## Education

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### **College diploma in Medical office Assistant Diploma**

Capestone College - Edmonton, AB

April 2024 to March 2025

## Skills

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- CPR (Less than 1 year)
- TEAM PLAYER (10+ years)
- TRAINING (Less than 1 year)
- Developmental Disabilities Experience
- Autism Experience
- Medication Administration
- Meal Preparation
- Crisis Intervention

- Childcare
- Dementia Care
- Senior Care
- Home Care
- Crisis Management
- Laundry
- Communication Skills

## Languages

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- English - Fluent

## Certifications and Licenses

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### **Certificate**

April 2024 to March 2025

Currently studying legal Assistant diploma.

## Additional Information

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### HIGHLIGHTS OF QUALIFICATIONS

- 14 years plus a successful experience in health care service times
- Enjoy challenging projects and working with people from diverse backgrounds
- Excellent team player and work well independently
- Work efficiently in a fast-paced environment with keen attention to details

### CAREER IMPROVEMENT TRAINING

- First Aid CPR certificate + AED
- Crisis Prevention Intervention (CPI)
- Suicide Awareness & Prevention
- Abuse Prevention & Response Protocols
- Medication Administration.
- Best Practice
- Cultural Diversity.
- Service Delivery.
- NVCi
- Child intervention check