

Sylvia Peters

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Detail-oriented, self motivated health care professional 6+ years experience in mental health care, passionate for the wellbeing of others and maintaining a safe and happy work environment as well as always making sure working with the best interest of the business.

Skills :

- Strong organizational and interpersonal skills
- Effective team leader / strong communication skills
- Dedicated individual, reputation for consistently going beyond what is required
- Recognized for excellent teaching and coaching abilities
- Relates well with people from a variety of cultures and socio-economic conditions
- Ability to multitask effectively
- Willingness to work in a team environment

Experience

Aboriginal Women's Association of PEI

June - September 2024

Lennox Island, PE

Administration Assistant

Administration assistant duties

Answering phone calls and directing them to the proper persons

Taking copies

Managing money

Organizing workshops

Took inventory

Go With The Flow Traffic Control Inc.

April 2022 - June 2024

PEI

Traffic Control Persons

Maintain safety road conditions

Worked in shifts

Exposed to all weather conditions

Regulating road traffic at temporary workplaces to keep the area safe for workers and motorists

Provide assistance to pedestrians crossing work areas

Report unsafe acts regarding traffic movement

Valley Holdings Inc.

June 2020 - March 2023

Charlottetown, PE

General Manager

Overlook of hiring staff

Doing quarterly and annual reviews
Check MARS for end of month change overs
Pass medications / count medications and narcotics
Monthly progress notes / daily charting
Communicate with inspectors in regards to the community care home
Communicate with social workers on residents wellbeing in the home
Liaise with community mental health
Assess all residents with approved screening tool (SAST)

Emerson Lodge
Charlottetown, PE

April 2019 - June 2020

Caregiver

Prepping/cooking meals/snacks
Assisting with showers/bathing
Resident daily cares
Administer medications / insulin
Laundry/light house cleaning

Grafton House
Charlottetown, PE

June 2018 - August 2020

Caregiver

Prepping/cooking meals/snacks
Assisting with showers/bathing
Resident daily cares
Administer medications / insulin
Laundry/light house cleaning

Adventure Group Camp
Charlottetown, PE

July 2012 - August 2014

Camp Counselor

Reported to head counselor at the end of day
Camp counselor for day camp children
R.O.P.E.S Course worked with learning different team exercises
Encourage team building

Training/Certificates

- WHMIS & Occupational & Awareness training
- CPR & First Aid
- Food and safety food handler

January 2023

February 2024

April 2020

Education:

SAST training **July 2021**

Holland College RCW **May 2018**

Holland College GED ***January 2016***

Reference:

Upon Request.