

Sharon Kinya Gitonga

To work in an organization which allows me to bring in new ideas with a mindset of gaining experience, exposure, and the opportunity to work within a competitive environment at the same time allowing for an opportunity for career development

308 Palmerston Avenue
M6J 3X9 Toronto, ON.
(437) 263 4581
kinya.gitonga92@gmail.com

EXPERIENCE

Canadian Addiction Treatment Program(CATP), 2 Champagne Drive — Pharmacy Assistant

March 2024 - Present

Processing prescriptions using Kroll software.

Preparation and filling of medications.

Shoppers Drug Pharmacy, Windmere Ave, Dundas St.W — Pharmacy Assistant

November 2023 - January 2024

Practical training on inventory management and stock monitoring of medications.

Handled customer prescription pick-up

Performed cash register functions.

Refilling and preparing prescription drug orders.

Performed reconstitution and compounding.

Processing vaccinations.

Chartwell Clair Hills Retirement Residence— Waterloo, Ontario - Medical Office Administrator

July 2023 - December 2023

Successfully managed front desk operations, including scheduling appointments, answering phone calls and responding to patient/client inquiries.

Able to work with Admission, Discharge and Transfer systems (ADT).

Developed and maintained an efficient filing system to organize patient records and medical documents.

Monitored and ordered inventory and medical office supplies

SKILLS

Strong judgment and decision-making skills

Strong adherence to confidentiality policies in regards to data and information.

Knowledge of computer software applications (Microsoft packages).

Exhibits ease of adaptability and working as a team.

Excellent communication skills.

Committed to client service and satisfaction.

Great interpersonal and listening skills.

Able to remain calm and composed when dealing with difficult clients/patients.

Able to work under pressure, in a fast paced environment and able to multitask.

Certificates & Licenses

W.H.M.I.S

Basic Life Support Certificate

Milighan Valuers, Nairobi, Kenya—Office Administrator/Receptionist

November 2021- April 2022

Preparing spreadsheets with reference to expenses and utilities of the company.

Ensuring documentation of receipts.

Mater Misericordiae Hospital, Nairobi, Kenya —Clinical Dietician

February 2019 - July 2019

1. Prepared personalized nutrition counseling to clients managing lipid disorders, diabetes, hypertension.
2. Developed nutrition assessments and provide nutrition interventions for post
3. Perform administrative duties such as ordering for supplies, supplements and food provisions.
4. Conducted examinations of patients to determine their nutrition status and health needs.
5. Recommended dietary changes to patients based on their findings.
6. Conducted research on new developments in the field of nutrition and dietetics.
7. Created meal plans for patients who are undergoing treatment.
8. Consulted with physicians about the best course of treatment for their patients based on their individual needs.
9. Advised medical staff on specific diets that were beneficial to patients with existing conditions or disorders.
10. Coordinated with other members of the health care team to ensure that patients receive the services necessary to improve their health.
11. Instructed inpatient and outpatients on a variety of diets including diabetic, cardiac, Renal, GI disorders and food-drug interaction.
12. Maintained records of patients' diet orders, supplement orders, dining preferences and location and food allergies.
13. Participated in interdisciplinary biweekly meetings for the rehabilitation unit.

Worked in the ICU, HDU, outpatient clinic, consultant clinic, Neonatal intensive care unit, surgical and pediatric ward.

Kenyatta National Hospital, Nairobi, Kenya —Clinical Dietitian

September 2018- January 2019

Worked in the ICU, HDU, outpatient clinic, consultant clinic, Neonatal intensive care unit, surgical and pediatric ward.

Medical Office
Administration Certificate

Pharmacy Assistant

B1 German Language

Virtual Assistant

Digital Assistant

Data Management

Kenya Nutrition & Dietetics
Institute

LANGUAGES

English, Swahili and German.

Kangemi Health Centre, Nairobi, Kenya — Community Nutritionist

May 2017 - August 2017

Immunization services at the clinic. Growth monitoring of infants. Antenatal (ANC) and Post-natal care Nutrition counseling.

Westlands Health Centre, Nairobi, Kenya — Job Title

May 2015 - August 2015

Immunization services at the clinic. Growth monitoring of infants. Antenatal (ANC) and Post-natal care Nutrition counseling.

EDUCATION

Yorkdale Adult Learning Centre, Toronto, ON — Pharmacy Assistant Certificate

September 2023 - January 2024

Medical Terminology, Pharmacology and calculations, Introduction to Human Anatomy & Physiology.

Goethe Institute, Nairobi, Kenya — Certificate

January 2020 - December 2022

German language A1, A2 & B1.

The Technical University Of Kenya, Nairobi, Kenya — Diploma

September 2016 - December 2018

Medical Terminologies, Diet Therapy II & III, Biochemistry.

Consolata School, Nairobi, Kenya — Kenya Certificate of Secondary Education

January 2010 - December 2013

PROJECTS

Community Programs — Nutrition & Dietetics

Infant and Young Child Nutrition Program - World Vision

Integrated management of Acute Malnutrition program - World Vision and W.H.O

WASH program - Red Cross and W.H.O

REFEREES

1. Todd Specter -Canadian Addiction Treatment Program(CATP)
Pharmacy Manager-toddspetter@me.com
2. Taslim Kaba- Yorkdale Adult Learning Centre
Course tutor-taslim.kaba@tdsb.on.ca
3. Nadeem Remtulla- Shoppers Drug Mart Pharmacy
Pharmacy Manager-(647)330 440
asdm1166@shoppersdrugmart.ca
4. Jesse Mutugi- Chartwell Clair Hills Retirement
Supervisor-jesse.tugi@gmail.com
5. Godana Manic-Habitat gta-Vaughan , ON.
Store Manager restorevw@habitatgta.ca
6. Mary Stubbert-Scotts Mission, 502 Spadina Toronto,ON.
mstubbert@scottmission.com