

Shiwani Sharma

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OBJECTIVE:

Dedicated and highly skilled BSc Nursing graduate with over two years of healthcare experience in India. Recently completed a Healthcare Leadership program in Canada, including an internship in front desk operations at a medical clinic. Currently thriving as a Personal Support Worker (PSW), seeking a dynamic role that leverages my diverse skills and commitment to patient-centered care.

HIGHLIGHTS OF QUALIFICATIONS:

- I have over two years of experience as a nurse, where I demonstrated a strong commitment to patient safety, compassionate care, and effective communication. Proficiency in collaborating seamlessly with diverse interdisciplinary teams to deliver holistic patient care and drive remarkable outcomes.
- Strong critical thinking and problem-solving skills to make sound decisions in complex healthcare situations including great leadership skills.
- Exceptional verbal and written communication skills, enabling the establishment of strong and professional relationships with patients, families, and healthcare professionals.
- Able to swiftly adapt to dynamic and ever-evolving environments, while effortlessly demonstrating exceptional flexibility in effectively managing multiple and competing priorities.
- Maximize productivity and deliver superior patient care by effectively prioritizing tasks during critical moments.
- Proficient in using Microsoft Windows and Microsoft Office suite, including applications such as MS Word, MS Excel, MS PowerPoint, Outlook, and Teams.
- Certified in First Aid and CPR.

EDUCATION

Healthcare Leadership, Post Graduate Diploma

May 2022 - December 2023

Sault College, Toronto, ON.

Bachelor of Science in Nursing

Baba Farid College of Nursing, India.

Aug 2013 - October 2017

WORK EXPERIENCE

Personal Support Worker

May 2022 – August 2023

Peel Manor Long Term Care (Brampton)

- Performed direct patient care, assistance with personal hygiene, nutrition, activities of daily living and being sensitive and empathetic to needs of residents.
- Build strong rapport with patients to provide a stable and supportive care system.
- Assisted clients with moving in and out of beds, baths, wheelchairs, and automobiles. Also have performed Hoyer lifting.
- Experienced with various medical conditions.
- Provided behavioral and emotional support and supervision for those with dementia.
- Prepare and serve food to up to residents a day.

Administrative Assistant

September 2023 - December 2023

Chinguacousy and Sandalwood Medical Centre (Brampton)

- Provide a positive initial experience by welcoming and guiding patients at the front desk.
- Optimize clinic efficiency by adeptly scheduling and managing patient appointments.
- Respond to inquiries, schedule appointments, and convey information with professionalism.
- Ensure compliance with regulations by organizing and updating patient information while maintaining confidentiality.
- Juggle tasks seamlessly to facilitate smooth front desk operations and enhance patient care through effective communication with medical staff.

Registered Nurse

November 2019 - October 2020

Monga Nursing Home, India.

- Utilized medical equipment and devices to assess patients with cardiac and pulmonary conditions and performed nursing procedures such as wound care, IV therapy, and respiratory support.
- Maintained accurate patient records and identified the need for emergency interventions.
- Educated patients and families on conditions, treatments, and outcomes.
- Contributed to quality improvement initiatives and performance measurement activities.