

NISHITHA KOMMAREDDY

+1 (437)-988-2369 | nishithakommareddy98@gmail.com

Profile of Skills

- A compassionate and customer-focused healthcare professional with two years of experience as a healthcare administrative coordinator. She possesses clinical and managerial abilities and provides patients with prompt and easily accessible care. Extremely skilled and seasoned in hectic settings, with excellent people skills.
- Proven proficiency in patient medical records and medical terminology.
- Skilled in administrative and office management tasks, including data entry, scheduling, and customer service.
- Proven proficiency with Microsoft Office (Word, Excel, PowerPoint, and Outlook) on a PC.
- Handled patient scheduling and medical procedure management in a multi-physician office.
- Demonstrated capacity to operate effectively and autonomously in a hectic, fast-paced setting.
- Outstanding written and verbal communication abilities and time management and organizing abilities.

Related Work Experience

Support Worker, Avalon Treatment Program – Guelph/Eramosa, ON

Feb 2024-

Present

- Assisted individuals with daily living tasks such as toileting, feeding, grooming, and medication management according to established care plans.
- Supported individuals in participating in community-based recreational and work-related activities to promote independence and personal growth.
- Performed housekeeping tasks including cooking, cleaning, laundry, and running errands to support independent living environments.
- Provided transportation using association or public transit to appointments, recreational programs, and community events.
- Followed Behaviour Support Plans as directed by Senior Behaviour Therapists, including data collection and environment setup for ABA strategies.
- Documented changes in individual behaviours, physical health, and engagement levels, reporting concerns to supervisory staff.
- Provided direct support with communication tools and devices, assisting individuals in expressing needs and accessing information.
- Maintained up-to-date training in First Aid, CPR, medication procedures, and safety compliance.
- Used communication logs to coordinate with team members and provided respectful, professional communication with families and community partners.

Additional Experience

Pharmacy Assistant - Walmart, Waterloo, ON

Sep 2022- Jan 2024

- Assist in dispensing medications under the supervision of a pharmacist.
- Receive and process prescription orders from customers or healthcare professionals.

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- Measure, count, and package medications accurately.
- Prepare labels for medication containers.

Education and Academic Projects

Health Care Administration & Service Management -Post Graduation Certificate **Sep 2022- Dec 2023**
Conestoga College, Kitchener, ON

- **Related course work:** quality improvement, project leadership, engaging collaboration and leadership skills, health policy, and current issues in healthcare.

Master of Pharmacy -Masters **Aug 2020- April 2022**
GITAM University, Andhra Pradesh, India

- **Related Course Work:** Pharmacology, pharmaceutical analysis, statistics, clinical pharmacy

CERTIFICATIONS:

- **First AID and CPR**
- **UMAB**
- **SMG**