

Pawandeep Kaur Sekhon

REGISTERED NURSE

OBJECTIVE

Talented professional, knowledgeable leader and dedicated problem solver. Brings valuable expertise to forward company objectives. Attentive to detail with experience in coordinating projects and programs.

EXPERIENCE

ON SITE FIELD ADMINISTRATOR: SWITCH HEALTH

JULY 2021 TO JANUARY 2022

- Provided clear communication regarding Covid-19 test requirements.
- Proactively learned the changing rules for testing on site and administered properly.
- Adapted to workflow changes and implemented continuous process improvements to overcome obstacles.

MOBILE LAB ASSISTANT: LIFE LABS

JUNE 2022 TO OCTOBER 2022

- Quickly learned new skills and applied them to daily tasks, improving efficiency and productivity.
- Demonstrated respect, friendliness and willingness to help wherever needed. Followed outlined steps of service.

OFFICE ADMINISTRATOR: FATEH DRIVING INC.

JULY 2022 TO PRESENT

- Interacted with customers by phone, email or in-person to provide information.
- Applied administrative and analytical skills.
- Coordinated communications, financial processing, registration, recordkeeping, administrative functions.

CENTRAL MONITORING AGENT: INDIGO

APRIL 2023 TO PRESENT

- Greet, welcome, and assist customers with questions or inquiries.
- Monitor the communication, parking, and camera system.
- Process customer transactions using a variety of payment methods in a quick and accurate manner.

REGISTERED NURSE: BAYSHORE

JUNE 2024 TOPRESENT- CASUAL

- Assess patients to identify appropriate nursing interventions.
- Administer medications and treatments as prescribed by a physician or according to established policies and protocols
- Monitor, assess, address, document and report symptoms and changes in patients' conditions

CONTACT

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Brampton, ON

CERTIFICATION

CPR - First Aid
ACLS

EDUCATION

Northern College: Nursing
Leadership and Health Care
Management: August 2022

College of Nursing, Adesh
University - Bachelor of Science
in Nursing: September 2019

SKILLS

Solutions oriented professional
High Achiever
Skilled Collaborator
Effective cross-funtional
communicator