

# SHILPA SIVAKUMAR

## DSW PROFESSIONAL

---

### ABOUT ME

Dedicated and compassionate professional with over 5 years of experience in the community and social service field. Skilled in supporting diverse populations, fostering positive relationships, and promoting individual well-being. Experienced in educational settings, daycare environments, and care homes, with a strong commitment to providing quality care, guidance, and support. Known for excellent communication, teamwork, patience and problem-solving abilities in fast-paced and people-focused workplaces.

---

### EXPERIENCE

#### EDUCATIONAL ASSISTANT- SUDBURY CATHOLIC DISTRICT SCHOOL BOARD

*February 2024 – Present*

Assisted teachers in planning and implementing classroom activities and lessons, behavior support, providing individual and small-group support to students. Supervising students during class, recess, and school activities, ensuring their safety. Prepared and organized learning materials, monitored student progress, and reported observations to teachers. Supported students with special needs, helping them with academic and social development. EQAO assisting (IEP), bus duty, individual and small group tutoring, incident report filing, behaviour management and individual safety planning, visual schedule management, communication with supervisor, teachers, parents, behaviour therapist and doctors, assigned to support students who have intensive and/or complex needs, knowledge of child and youth development and assistive devices, standing and walking for extended periods of time, assisting students like repetitive bending, assisting children with carrying their belongings, and transferring and positioning students, manual dexterity required to use computer and peripherals. (Worked as a Jordan Principle for about 1.5 years and assisted child with developmental delay, ASD, and slow learning.)

#### EARLY CHILDHOOD EDUCATOR ASSISTANT/SUPPORT STAFF (BEFORE AND AFTER SCHOOL PROGRAM)- DISCOVERY EARLY LEARNING AND CARE

*January 2025*

Responsible for opening and closing the daycare, including preparing and organizing classrooms for the day. Assisted lead educators in planning and implementing educational and

### CONTACT

[shilpasivakumar1999@gmail.com](mailto:shilpasivakumar1999@gmail.com)  
[shilpa.sivakumar@icloud.com](mailto:shilpa.sivakumar@icloud.com)  
705-822-4901

2-256 Notre Dame Avenue,  
Sudbury, ON, P3C 5K5

---

### EDUCATION

- CAMBRIAN COLLEGE OF APPLIED ARTS & TECHNOLOGY, SUDBURY, ON, CANADA (2022-2023)

Developmental Services Worker Program

- ST MARY'S CATHEDRAL PUBLIC SCHOOL, KERALA, INDIA (2016-2018)

Higher Secondary Education (Grade 11 & 12)

---

### HOBBIES

READING, DANCING, WRITING POEMS, STORIES AND MAKING CREATIVE CRAFTS

### CORE SKILLS

- Behaviour Management & Safety Plans
- Applied Behaviour Analysis (ABA) & Functional Behaviour Assessment (FBA)
- Individual Education Plans (IEP)
- BMS Refresher Training
- EQAO (IEP)

recreational activities, while supervising children to ensure safety, positive behavior, and engagement. Managed kitchen duties such as dishwashing, preparing and organizing breakfast for the next day, monitoring fridge temperatures, and maintaining overall kitchen cleanliness, laundry folding and washing. Ensuring and keeping updated attendance sheets and child records. Monitor and ensure the safety of children at all times, assist with feeding, dressing, diapering, and toileting, follow proper hygiene, health, and safety procedures, sanitize toys, surfaces, and common areas regularly, respond appropriately to accidents, injuries, or illnesses and complete incident reports. Communicate effectively with parents or guardians, provide updates on the child's activities, behavior, and well-being.

### **RAINBOW DISTRICT SCHOOL BOARD (ON-CALL)**

*January 2023 – January 2024*

Behavioral management plans, lifting, toileting, IEP, assisting students with one-on-one support, functional life skills and safety plans, classroom setting experience, functional life skills, health & individual safety plans, bus and hallway duties, lunch time and recess time supervision, programs dealing with Autism Spectrum Disorder, log notes preparation, kitchen duties, primary duties and assisted with the progress and changes.

*(Also holding a JORDAN'S PRINCIPLE experience- worked with a child 1:1 and assisted with functional life skills, child progress, academic works, school activities and tasks)*

### **CHILD AND YOUTH WORKER – TRILLIUM RESIDENTIAL SERVICES (PART-TIME)**

*December 2022 – April 2023*

Prepare reports and case histories, food preparation for staff and children during days, afternoon and nights and ensuring the food safety, serving, dishwashing, packing foods and checking their expiries, garbage handling, laundry tasks, cleaning, housekeeping activities and sanitizing, implement life skills workshops, assessing clients skills, strength and development needs, personal care, non-verbal communication, resolve conflict resolutions, provide suicide and crisis intervention, supervising activities of clients and children's visit with parents to ensure their safety, behaviour management plans, communication with health care providers, assisting in evaluating the progress, effectiveness of treatment programs and with special needs. Accompanying clients to appointments and social outings.

### **CHILD CARE & SOCIAL SERVICE WORKER – KRISHNAPRIYA CHILD CARE & FOSTER HOME CENTER, KERALA, INDIA**

*2021 June - 2022 February*

- Personal Care & Medication Administration
- Autism & Developmental Delays Support
- Conflict Resolution & Communication
- Inclusive Classroom Support, Confidentiality & Documentation

### **TECHNICAL SKILLS**

- MICROSOFT WORD
- EXCEL
- ABA/FBA DATA SHEETS
- ANECDOTAL NOTES DOCUMENTATION

### **CERTIFICATIONS/LICENSES**

- First Aid & CPR Level C
- Psychological First-aid
- CPI/NVCI
- Behaviour Management System (BMS)
- ABA, FBA
- Safe Talk
- Commit to Kids-Sexual Abuse Prevention Training
- Direct Support Provider Certificate
- Ministry of Labour Worker Health & Safety Awareness in 4 Steps Training
- CCEYA Licensing Standards Self-Test
- Criminal Record Check in Vulnerable Sector
- Covid-19 Vaccination
- Immunization Record
- IPC, WHMIS, AODA
- Workplace Hazards, Safety Violence & Prevention
- Food Handler's Certificate
- EpiPen Certification
- Allergy Awareness

Provide compassionate care and emotional support to children, fostering their physical, emotional, and social development. Create and implement individualized care and activity plans to meet each child's unique needs. Maintain a safe, nurturing, and inclusive environment in accordance with health and safety standards. Communicate effectively with supervisor, care center team, social workers to support child welfare and development. Accurately document observations and progress to ensure quality care. Assist in the preparation, portioning, and serving of meals while ensuring food safety, cleanliness, and adherence to dietary requirements. Maintain and sanitize kitchen, equipment, and dining areas. Handle food storage, inventory, and waste disposal according to health standards. Participating in fund raising programs, and events.

### **PALLIATIVE CARE WORKER/AIDE – KARUNA PAIN & PALLIATIVE CARE SOCIETY, KERALA, INDIA**

*2018 July – 2021 May*

Provide compassionate care and emotional support to patients with life-limiting illnesses, assisting with daily living needs such as personal care, mobility, food preparation and meal assistance. Assisting with feeding, lifting, transitioning and laundry tasks. Administer medications as directed and monitor patients' conditions, promptly reporting any changes to healthcare staff. Plan and facilitate engaging indoor and outdoor activities to promote comfort, and emotional well-being. Maintain a clean, safe, and supportive environment while collaborating with nurses, physicians, and families to deliver individualized, high-quality palliative care. Provide courteous service to residents and families, support the kitchen team with timely meal delivery, and participate in safety, quality, and training programs. Assist in preparing and serving meals while maintaining a clean, safe, and supportive care environment.

### **CUSTODIAN/CLEANER – DEXTERA GROUP (CAMBRIAN COLLEGE) (ON-CAMPUS WORK)**

*August 2022 – December 2022*

Performed routine cleaning tasks including mopping, sweeping, vacuuming, dusting, sanitizing surfaces. Office cleaning, garbage changing, laundry task, wiping tables and desks. Conducting commercial cleaning duties in classrooms, office and healthcare (Cambrian College dental care area), ensuring all equipment is in good working order, handle heavy lifting, communicating effectively with team members and supervisor, and excellent communication with positive attitude.

### **FIELD PLACEMENTS EXPERIENCES:**

**(1) Jean Hanson Public School- EDUCATIONAL ASSISTANT**

- AFIRM (Autism Focused Intervention)
- Autism Certification Centre
- NCTSN (National Child Traumatic Stress Network)
- 12 Core Concepts of Trauma
- Adolescent Trauma & Substance Use
- 2 Step TB Test
- Critical Incidents
- Using a Fire Extinguisher Training
- Covid-19 Employee Health and Safety

### **REFERENCES**

AS PER REQUEST

### **WORK AVAILABILITY**

FULL TIME/ PART TIME/ CASUAL

(2021 November- 2022 February)

- Learning and Skill Development
- Meeting the need and interacts well with the children supported
- Creative games, activities, supervision, bus duties, morning duties
- Breakfast club, circle time and lunch time supervising

**(2) Community Living Greater Sudbury- DIRECT SUPPORT PROFESSIONAL**

(2023 February- 2023 April)

- Effective team member, responds to crises and unpredictable situations safely
- Cooperative, fostering independence in others
- Excellent writing skills and respectful
- Genuine interests

**(3) Adult Enrichment Centre-DEVELOPMENTAL SERVICE WORKER**

(2022July- 2022 August)

- Collaborative and use of professional, person-centered language
  - Inclusive and self-control
  - Flexibility and adaptability
  - Fostering independence in clients
-