**SAMPLE RESUME TWO**

**NAME**

ADDRESS

PHONE

EMAIL

**Personal Care Worker with over four years of dedicated service provision to individuals with disabilities and/or age related mobility and self-care needs. Highly qualified professional with experience working in individual homes, nursing homes, and palliative care settings. Computer literate and well versed in all electronic and hard-copy documentation procedures.**

**AWARDS, ACHIEVEMENTS AND SKILLS**

Date Received: December 2009

Honor/Award Received: Personal Support Worker of the Year

Brief Description: For providing exception client services

Date Received: December 2012

Honor/Award Received: Personal Support Worker of the Year

Brief Description: For providing exception client services

I have extensive computer skills including all MS Office applications. I am fully fluent in both French and English, proficient in Spanish and German. I have maintained current CPR/First Aid certification each year. I have excellent written and oral communication skills.

**PROFESSIONAL AND VOLUNTEER EXPERIENCE**

Dates of Employment: October 2008-Present

Agency Name: Extendicare

Supervisor Name and Phone Number: Henry Public, Director of Care, 705-555-5555

Address: Kirkland, Ontario

Job Title: Personal Support Worker

Job Duties: Providing daily supportive care to individuals in a palliative care setting including feeding, grooming, bathing, toileting, providing social interaction and providing family support. Duties also included maintain proper care documentation, preparing and submitting daily, weekly, monthly, quarterly and yearly reports.

Dates of Employment: October 2007-October 2008

Agency Name: Aquarius House Home Healthcare

Supervisor Name and Phone Number: Jan Bose, Director of Care, 705-222-2222

Address: London, Ontario

Job Title: Personal Support Worker

Job Duties: Providing daily supportive care to individuals in an in-home setting including feeding, grooming, bathing, toileting, providing social interaction and providing family support. Duties also include maintaining proper care documentation, preparing and submitting daily, weekly, monthly, quarterly and yearly reports.

Dates of Service: October 2007-Present

Agency or Organization Name: Area Association of Personal Support Workers

Current Position Held: Vice-President

Brief Description: Participated in monthly meetings to discuss trends, new regulations/policies/procedures, and support services for PSW. Promoted self-care initiatives for PSWs including social activities, workshops and conferences for PSWs in the Ontario area.

Dates of Service: January 2012-Present

Agency or Organization Name: Mobility Foundation

Position Held: Co-Chair

Brief Description: Co-Chair annual fund raising event to purchase personal care equipment for disabled individuals in our greater community.

**EDUCATION AND DEVELOPMENT**

**PRIMARY TRAINING:**

Dates of Training: September 2007-September 2008

College/University Name: Alconquin College

Address: Add college address here

Program Name: Medical Device Reprocessing

Degree Awarded: Certificate

One year certificate program that prepared students for infection control, decontamination, inspection, assembly, sterilization, storage and usage of patient care equipment. Program instruction included classroom instruction, theory, laboratory work and practical skills application. I graduated second in my class and completed 700 hours of instruction.

Dates of Training: September 2006-September 2007

College/University Name: Alcoquin College

Address: Add college address here

Program Name: Personal Support Worker

Degree Awarded: Certificate

One year certificate program that covered providing daily personal care needs to clients including bathing, feeding, social activities, grooming, toileting, and family support. Program instruction included classroom instruction, laboratory work, clinical application and theory. Instruction also included certification in CPR/First Aid. I successfully completed 600 hours of instruction.

**SECONDARY TRAINING:**

Dates of Training: Yearly since 2006

College/University Name: Alcoquin College

Address: Add address here

Program Name: CPR/First Aid

Degree Awarded: Certificate

Renewal certificate yearly in adult, child and infant CPR, refresher in First Aid