(DAMI)ADEDAMOLA ADESANYA

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**Summary**

Proactive Personal Care Assistant eager to apply aptitude for building client rapport through compassionate care and communication. Dedicated to resolving client challenges by creating a foundation of healthy habits to increase independence and comfort. Committed to progressing clients' journeys to optimal treatment outcomes.

Medication Management

Care Plan Implementation

Housekeeping

Compassionate Patient Care

First-Aid and CPR

Adaptable Under Pressure

Client Relationship Management

Medication Administration

Stress Management

Patient Assessments

Compassionate Care

Nutrition Planning

Case Management

**Skills**

**Experience**

**Front Desk Assistant** |Trent International | Peterborough, Ontario | 08/2024 – current

* Greet and assist international students, staff, and visitors, providing general information.
* Answer and direct phone calls, emails, and in-person inquiries to appropriate departments.
* Assist students with basic inquiries regarding immigration, visa, or travel documentation.
* Schedule appointments with advisors or other staff members for students.
* Assist with event planning and preparation for international student orientation or cultural events

**Pharmacy Assistant** | Ontario Addiction Treatment Centres - Peterborough, Ontario | 03/2024 – 08/2024

* Received telephone calls from physicians, nurses or other healthcare professionals requesting information about medications or supplies.
* Well-versed in knowledge with systems such as KrollKonnect, EZMethPro, Oulook, and Sharepoint.
* Checked incoming shipments against purchase orders to verify quantity, quality and price accuracy.
* Processed payments from customers using cash registers and debit and credit card terminals.
* Performed administrative duties such as filing documents, faxing forms, answering phones.
* Answered customer inquiries regarding drug interactions, side effects and dosage instructions.
* Tracked expiration dates for all drugs in stock and discarded expired items according to regulations.

**Patient Care Assistant** | SkyHigh Medical Centre - Lagos, Nigeria | 07/2022 - 01/2023

* Supported bathing, dressing, and personal care needs.
* Supported resident interests and welfare by encouraging participation in events geared toward appropriate physical activity and social interactions.
* Monitored vital signs and medication use, documenting variances, and concerning responses.
* Recorded client status progress and challenges in logbooks and reports.
* Ensured proper nutrition by providing meals, snacks and fluids to patients as instructed by medical staff.
* Monitored vital signs including pulse rate, temperature, respiration rate and blood pressure.
* Assisted with patient admissions, discharges and transfers.

**Education and Training**

Trent University | Peterborough, ON | Expected in 06/2026

**BBA. HONORS**: Human Resource Management Specialization

NationalCPRFoundation | 11/2023

**Standard CPR/AED**

Taie International Institute | Toronto, ON | 07/2023

**High School Diploma**

College Essor | Montreal, QC

**Personal Support Worker**