

Jeremy Paruch

Email: Jerparuch@gmail.com

OBJECTIVE: Driven Programmer with hands-on experience with Java, C, HTML, CSS, JS and SQL, committed to continuous improvement and learning, looking to bring value to a dynamic team

SUMMARY OF QUALIFICATIONS:

- Currently enrolled in IT: Programming Year 1 of 2.
- Currently Learning: Java, C, HTML, CSS, JavaScript, & SQL, *Self-studying Python*
- Graduate of the Office Administration Program 2022 **(With Honors)**
- Experience using various databases (STAR, PHS, LIS, SAP, MedTech)
- Excellent interpersonal and communication skills
- Nine years of communication, organization, decision-making, customer service, and quick report production.

EDUCATION:

Nova Scotia Community College, **Ecampus IT Programming: Year 1/Year 2** **Current**

Related Course Work:

- Data Fundamentals
- Introduction to Networking & Security
- Logic & Programming
- Website Development
- Operating Systems Windows & Linux
- Client-Side Programming
- Introduction to System Analysis & Design
- Professional Practice for IT
- Introduction to Object Oriented Programming
- Programming in C

Nova Scotia Community College, Kentville, NS **2021-2022**
Office Administration: Certificate with Honors

Nova Scotia Community College, Dartmouth NS **2012**
Radio & Television Arts: Diploma

Lockview High School, Fall River NS **2010**
Diploma

WORK EXPERIENCE:

Nova Scotia Health Authority

Ward Clerk B (Casual) – Valley Regional Hospital – Med A **Current**

- Ensured patient charts were updated and coordinated with nurses, doctors, and health records. EHS gathered and entered information for review (including diagnostic information) and assisted in the general organization and efficiency of the floor.

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Phone Number: (902) 489-1394

Booking & Registration Clerk B - Primary Health Care - N.S. Diabetes Center **2023-August 2024**

- Responsible for registering all clinic patients; scheduling and communicating patient appointments; coordinating health records for the clinic visit; gathering and entering information for Center statistics (including diagnostic information); and assisting in the general organization and efficiency of the Centre.

Secretary D - Simulation - Interprofessional Practice & Learning **Jan 2024-May 2024**

- Provided administrative and technology support functions for the development, delivery, and evaluation of educational programming at the Learning Institute, including, but not limited to, preparation of print-based and electronic materials, maintenance of databases and learning management systems, and customer relations.

Booking and Registration Clerk B-Central Lab Reporting **2023**

- Register patients in the hospital registration system. Order a broad scope of complex laboratory tests utilizing the laboratory information system. Facilitate reporting laboratory test results via phone, fax, and other electronic reporting systems. Responding to inquiries, distributing memorandums, filing laboratory reports, data entry, appointment bookings, relaying messages, and transferring calls.

Booking and Registration Clerk B-Blood Collections **2022-2023**

- Register patients in the hospital registration system. Ordered complex laboratory tests utilizing the laboratory information system. Accurate data entry of patient demographics and test requests. Assisted with the flow of patients to ensure minimal wait times.

COMMUNITY INVOLVEMENT & VOLUNTEER EXPERIENCE

Challenge Nova Scotia **2024**

- Participated in developing a solution to the current problem(s) that nova scotia is facing

TRAINING, CERTIFICATES, & AWARDS

- **Challenge Nova Scotia Participation Letter** **2024**
- **NSCC WIL Student of the Year** **2022**
- Occupational Health and Safety (OHS) **2022**

ATTRIBUTES

- | | | |
|---------------------|-----------------|---------------|
| • Adaptable | • Engaging | • Organized |
| • Cooperative | • Good-natured | • Outgoing |
| • Decisive | • Helpful | • Punctual |
| • Detailed Oriented | • Honest | • Reliable |
| • Disciplined | • Knowledgeable | • Respectful |
| • Efficient | • Multitasker | • Responsible |

References are available upon request.