

AIDAN REYNOLDS

Administration Officer

DETAILS

ADDRESS

1760 Middle Road
Kingston, K7L 4V3
Canada

PHONE

+13433639276

EMAIL

aidanreynolds715@gmail.com

DATE / PLACE OF BIRTH

19/12/1996
Australia

DRIVING LICENSE

Class G - Ontario

NATIONALITY

Australian and Canadian

LINKS

[Linked In](#)

SKILLS

Computer Skills

Analytical Skills

Critical Thinking

Good Communication

Highly Organized

Effective Time Management

PROFILE

I have spent the previous two and a half years in an administrative position undertaking numerous booking duties. Through the challenges of dealing with administrative problems under stressful circumstances, I have gained very valuable people skills and communication skills. I am planning on relocating to Ottawa, Ontario.

EMPLOYMENT HISTORY

**Administration Officer, Lyell McEwin
Hospital**

Adelaide, South
Australia

Jan 2020 — Sep 2022

ASO2 Outpatients Department

- Undertook responsibility for decision making and patient care.
- Helped patients navigate schedule conflicts arising between various medical services.
- *“Demonstrated high work ethic and fantastic time management skills.”*
- *“Aidan is an extremely fast learner, has fantastic time management skills and excellent organisational skills.”*
- *“Positive attitude and delightful to work alongside*

ASO3 Templating management Outpatients - Backfill (Aug-Sept 2021)

- Liaising with doctors as well as heads of unit to accommodate schedule and leave changes to outpatient clinics.
- Adapting clinic numbers and handling cancellations for doctor sick leave.
- Managing and overseeing outpatient staff in numerous areas.
- *“Aidan was easily able to adapt to the senior team and was a vital Senior Team member during some challenging times in the early stages of the COVID-19 pandemic.”*

HOBBIES

NBA, NFL, Lacrosse, Computer Science, Chemistry, Camping, Off-road, Surfing, Gaming.

LANGUAGES

English

EDUCATION

Coding Bootcamp, University of Toronto SCS

Online Education

Oct 2022 — Apr 2023

- Currently enrolled in a part time coding boot camp class. Classes are during the evenings Monday, Tuesday and Thursday.

Chemistry, Bishop's University

Sherbrooke,
Quebec

Sep 2015 — Jul 2019

- Chemistry Club Bishops University
- Participated in Bishop's University research week poster competition
- Research team through Bishops University Chemistry Department (2019) -*Jørgensens Catalyst Auxiliary for Acyl Claisen Rearrangements*
- Picked to be on the student representative council for the Chemistry Sessional Hiring committee
- Presented 3 times during the year to professors regarding research and projects
- Academic All Canadian at Bishops University (maintained an 80% average while undertaking a university sport)

Modbury High School

Adelaide, South
Australia

Feb 2010 — Dec 2014

- Obtained SACE (South Australian Certificate of Education) and graduated.

EXTRA-CURRICULAR ACTIVITIES

Bishop's University Lacrosse Team

Sherbrooke,
Quebec

Sep 2015 — Nov 2018

- Played university sports for Bishop's University on the lacrosse team where I gained numerous team work and conflict resolution skills

COURSES

Smart Serve, Smart Serve Ontario

Jul 2017 — Jul 2017

REFERENCES

Kristen Weber-Moll

Outpatients - Lyell McEwin Hospital

Kristen.weber-moll@sa.gov.au

+61466151658

Jo Szabo

Division of Medicine - Lyell McEwin Hospital

jo.szabo@sa.gov.au

+61404079087

Dr Alexandre Drouin

Senior Instructor and Department Chair of Bishop's University Chemistry
Department

adrouin@ubishops.ca

1-819-822-9600 ext. 2345