

Avneet Hans

11 Kings Road, Rocky View County, Alberta T1Z 0A2 | Ph.: (587) 834 – 6392 | Email: havneet88@gmail.com

EDUCATION

BACHELOR OF SCIENCE IN KINESIOLOGY

UNIVERSITY OF CALGARY

September 2022 – Present

- I am presently in the third year of the Bachelor of Science in Kinesiology and would like to go into Physiotherapy school in the future.

HIGH SCHOOL DIPLOMA

CRESCENT HEIGHTS SCHOOL

September 2018 – June 2021

- Alberta High School Diploma – Honor Roll Student

TRANSFERABLE AND TECHNICAL SKILLS

- Fluent in English (first language) and able to communicate in Punjabi
- High standards of ethics and quick to learn new things; reliable, honest, able to multi-task and adapt to changes; thrives in a fast paced, goal-oriented environment
- Possess strong interpersonal skills and a warm and welcoming personality
- Exceptional organizational and time management skills and the ability to work both independently and in a team setting; self-sufficient
- Very attentive and diligent in performing assigned duties
- Respect confidentiality, dignity, and privacy
- Kind, caring, compassionate, empathetic, patient, and emotionally stable
- A keen eye for detail and excellent problem-solving abilities, creative thinker, outgoing, punctual and diligent
- Superior technological knowledge of Windows and Microsoft Office, as well as Apple products and software

WORK EXPERIENCE

MEDICAL OFFICE ASSISTANT

CITYSCAPE SQUARE MEDICAL AND LASER CLINIC

July 2023 – Present

- Maintained a clean and organized clinic environment to enhance patient comfort and clinic workflow.
- Scheduled appointments and managed patient coordination utilizing Med Access software.
- Upheld patient confidentiality while handling files and demographic charts.
- Efficiently scanned and organized medical reports and investigative documents for physician access.
- Assisted patients in scheduling specialist appointments, ensuring timely access to necessary medical care.

MEDICAL OFFICE ASSISTANT

GENESIS MEDICAL CLINIC

May 2022 – July 2023

- Ensured to maintain a clean and organized clinic for patients
- Booked appointments and coordinated patients using the Med Access software
- Maintained patient privacy when working with patient files and demographic charts
- Scanned and filed medical reports and investigations for the doctors in a fast and timely manner
- Reminded and helped patients coordinate specialist appointments to make sure they get the help they needed

HEALTH RESEARCH INTERVIEWER

ALBERTA HEALTH SERVICES

February 2022 – May 2022

- Surveyed patients about their recent hospital visits using a strong, clear, personable voice
- Recorded data and comments to help ensure improvements in the hospitals in Alberta

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- Familiarity with research ethics guidelines, including informed consent, privacy regulations, and participant confidentiality data

RETAIL SALES AGENT

URBAN BEHAVIOUR

April 2021 – April 2022

- Busy, fast paced retail environment
- Provided superior customer service to shoppers and exploring customer needs by asking probing questions
- Maintained a visually pleasant image by maintaining store cleanliness and a comfortable atmosphere

VOLUNTEER EXPERIENCE

VOLUNTEER

AGE CARE SKYPOINT

December 2024 – Present

- Assisted residents with activities by providing companionship and emotional support
- Facilitated recreational programs, including activities, arts and crafts, and social events
- Supported mobility-impaired residents by transferring them to the different activities and events
- Worked collaboratively with staff to create a welcoming and inclusive environment for all residents
- Maintained confidentiality and adhered to health and safety protocols while assisting residents

VOLUNTEER

STEP BY STEP EARLY INTERVENTION SOCIETY

January 2024 – June 2024

- Supported children with special needs by engaging in interactive activities
- Assisted in facilitating daily program routines, including reading, physical exercise and creative play
- Provided individual support to children, ensuring their participation in activities and fostering a positive and inclusive environment
- Encouraged children's independence and confidence through personalized assistance with tasks

VOLUNTEER – ASSISTANT COACH

EAST PRO BASKETBALL

September 2021 – June 2024

- Assisted head coach in conducting and supervising weekly team practices
- Encouraged individual improvement in physical abilities, teamwork, and sportsmanship
- Reviewed team performance and highlighted the key strengths and area for improvement
- Provided one-on-one skill development training for players, focusing on specific basketball techniques

VOLUNTEER

CALGARY DROP-IN AND REHAB CENTRE

January 2014 – 2019

- Regularly participated in group volunteering programs and the meal serve program
- Directing other members and allocating roles and tasks
- Served lunch and engage in meaningful conversations with patrons

VOLUNTEER

CHILDREN'S WISH FOUNDATION OF CANADA

June 2015 – 2018

- Arranging and organizing fundraisers and events
- Raising awareness on certain issues and representing the foundation in the community

EXCELLENT PERSONAL, EMPLOYMENT, AND ACADEMIC REFERENCES