

**Lily Rong Vancouver, BC** | Work Visa Holder  
**Email:** lilybaobei2012@yahoo.com | **Phone:** 672-965-9955  
**Languages:** Mandarin (Native), English (IELTS 6.0)

## Objective

Compassionate and dedicated professional with 15+ years of experience supporting vulnerable populations, including children with disabilities and orphans, seeking a Community Support Worker role. Skilled in personal care, emotional support, household management, and interdisciplinary collaboration. Committed to fostering dignity, safety, and growth for individuals in need.

## Professional Experience

### Medical Coordinator

*Baobei Foundation (Shanghai, China)* | 2008–2024  
<https://www.linkedin.com/company/baobei-foundation/about/>

- Provided holistic care for orphans with congenital defects, coordinating medical treatments, surgeries, and post-operative recovery plans with healthcare teams.
- Managed daily caregiving tasks, including feeding, hygiene, and administering medications, ensuring a safe and nurturing environment.
- Trained and supervised caregivers, emphasizing trauma-informed care and developmental support for vulnerable children.
- Collaborated with volunteers, hospitals, and international NGOs to secure resources and advocate for children's needs.
- Authored reports on patient progress, maintained detailed records, and facilitated communication between families and medical staff.
- Recognized for organizational excellence, prioritizing tasks in high-pressure environments.

### Special Education Teacher

*English Language Association (Shaanxi, China)* | 2006–2008

- Designed and implemented individualized education plans for children with cerebral palsy, focusing on literacy, numeracy, and emotional development.
- Assisted with daily living activities, including grooming, feeding, and mobility support.
- Organized therapeutic activities (games, music, reading) to enhance social and cognitive skills.
- Collaborated with parents and healthcare professionals to monitor progress and adjust care strategies.

### Administrative Worker

*Starlite Advanced Materials (Shanghai, China)* | 2023–2024

- Streamlined office operations, including scheduling, documentation, and digital record-keeping.
- Demonstrated proficiency in Microsoft Office Suite and organizational software.

## Education

### Diploma in English Education

Xi'an International University | 2002–2005

## Certifications & Training

- **CPR & First Aid Certification** (Equivalent to Level C – obtained through Baobei Foundation)

- **Trauma-Informed Care Training** (World Without Orphans Conference, 2016)
- **Child Development Workshops** (CAFO Summit, USA, 2018)
- **Clostridium Care & Hygiene Management**
- **NVCI Training** (willing to renew/obtain as required)

## **Skills**

- **Personal Care:** Feeding, toileting, hygiene, medication administration.
- **Household Management:** Meal preparation, cleaning, grocery shopping.
- **Communication:** Fluent in Mandarin/English; experienced in advocacy and interdisciplinary collaboration.
- **Documentation:** Daily charting, progress reports, case management.
- **Technology:** Proficient in Microsoft Office, case management software (familiarity; quick learner).
- **Driver's License:** Valid BC Class 5 License (to obtain upon relocation) | Reliable vehicle access.

## **Volunteer & Professional Development**

- Attended international conferences on orphan care and child development.
- Volunteered with community outreach programs for children with disabilities.
- Ongoing study of child development literature (e.g., *The Connected Child, Health, Safety, and Nutrition for the Young Child*).

## **Additional Information**

- **Criminal Record Check:** Available upon request.
- **Family:** Mother of two young children; passionate about fostering safe, inclusive environments for growth.

*References available upon request.*