

Christy Macaulay

Cumberland B.C. • 250-702-6667 • christy.macaulay@yahoo.ca • ca.linkedin.com/in/christymacaulay

EFFECTIVELY & COMPASSIONATELY PROVIDING FIRST AID TREATMENT TO ENSURE HEALTH & PRODUCTIVITY OF COWORKERS

EDUCATION & CERTIFICATES

Occupational First Aid Level 3

Trauma Tech, Vancouver B.C.

Aug 2013

Practical Exam 100% Writtem Exam 85%

H2S Alive

St. John's Ambulance, Courtenay B.C.

July 2013

WHMIS

YOW Canada Inc.

June 2013

Construction Safety Training System

Vancouver Island Construction Association, B.C.

Aug 2013

Transportation of Dangerous Goods

YOW Canada Inc.

July 2013

Confined Spaces

YOW Canada Inc.

June 2013

Computing Accounting Assistant Certificate

North Island College, Online/Courtenay B.C.

Dec 2014 (expected graduation date)

Customer Service for Health Care Industry

Tourism B.C. SuperHost Program, Vancouver B.C.

Jan 2009

Veterinary Office Assistant Diploma

Granville Business College, Vancouver B.C.

Sept 2007

Grade 12 Graduate

Kamloops Secondary School, Kamloops B.C.

June 2000

Standard First Aid

Red Cross, Vancouver B.C.

June 2013

HISTORY OF SKILLS & RESPONSIBILITIES

Organizational

- Responsible for keeping organized record of employee time sheets, pay outs & ordering shop & office supplies in multiple settings
- Created & implimented new protocols & daily forms on my own initiative to increase efficiency & tranparency in the business, resulting in gaining the trust & respect of coworkers & superiors
- Performed detailed invoicing for patients & created, organized & updated patient files while maintaining confidentiality in high end specialist veterinary hospital

Team Work

- Provided multi-line telephone support & accurately scheduled a busy 24+ doctor veterinary hospital in cooperation with 8 other receptionists & 100 service staff with emphasis on superior customer service
- Demonstrated flexibility & ability to multi-task in busy settings

Management

- Responsible for creating, organizing & executing advertising & networking events under minimal direction allowing me to take initiative with small decisions, to compile & streamline information for review by my employer to make final decisions resulting in successful time management on behalf of my employer as well as successful production of events

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EMPLOYMENT HISTORY

First Aid Volunteer

Sept 7, 8 2013

Salt Spring Slasher Downhill Race, Salt Spring Island B.C.

Receptionist/Office Manager

May 2012 - April 2013

Black Rose Tattoo Co. & Tranceformations Piercing, Courtenay B.C.

Owner/Manager/Bookkeeper

Sept 2010 - March 2012

Cookies Catering, Ajijic MEX

Data Entry, Event Planning, Special Projects Manager

April 2005 - Sept 2010

Specht & Pryer Barristers & Solicitors, Vancouver B.C.

Receptionist / Veterinary Assistant

Feb 2007 - March 2008

Canada West Veterinary Specialists, Vancouver B.C.