



Nicole Wand

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Objective Seeking a casual First Aid instructor role within a reputable First Aid company.

Experience

All Medicals and Physicals; Office Manager/ Medical assistant Aug 12– Present

- Administrative duties; organizing and filing, accounts and billing, assistant to Doctor, phone calls, front desk
- Medical assistant duties; Body measurements, blood pressure, ECG's, spirometry, audiometry
- Marketing duties; research and contact new clients, supply self made presentations regarding our clinic to inform new clients of services, newspaper advertising, post box advertising, web page design
- Office management duties; personal relations with major clients, complaints, outstanding accounts and issues, liaison between doctor and major clients, develop new services for clinic, ensure legislation requirements are met

Western Canada Fire and First Aid; First Aid Instructor Sept '08– June '11

- Teach first aid and CPR to classes ranging from 10–40 students on a casual basis
- Teach first aid to lay rescuers as well as health care employees

Edmonton Remand Center; Primary Care Paramedic September '10– June '11

- Perform initial medical and psychological exams on new inmates and write corresponding documents to findings e.g. Nursing notes, doctors orders, medication cards, mental health assessments and suicide watch forms
- Inmate medical filing
- Provide medical support for inmates suffering from physical ailments, both emergency and continuing care
- Work predominantly unsupervised, however would correspond with a team of medical professionals, correction officers and administration staff daily

St Paul and district Ambulance; Primary Care Paramedic September '10– June '11

- Work in ever-changing, unbalanced scenario-based conditions as part of a multi-disciplinary team, assessing and treating patients and consoling witnesses/ family members
- Preparing patient care reports to the standard of legal trial
- Work along side emergency services and other medical professionals in highly stressful situations in order to deliver the highest possible patient care



Education

- Certificate IV in Training and Assessment

July '13-May '14

Completed Cert III and IV in Training and assessment through an online program from First Choice Training.
- Medical Reception and Terminology Course (Wesley Health)

May '12- June '12

Covered areas such as medical terminology, roles and responsibilities, confidentiality, OHS, patient records, billing process, Medicare Australia fundamentals, medical computing with Pracsoft and all other aspects of a medical receptionist position.
- Primary Care Paramedic/EMR/EMT-A

September '08- August '09

Completed paramedic diploma covering areas including medical terminology, anatomy and physiology, pharmacology, geriatric emergency medicine, and a pediatric pre-hospital provider certificate. I also studied psychological and behavioral issues, their impact on the individual and strategies for resolution.

Skills

Throughout my working life I have developed strong communication skills, having worked on a team for many years. Due to the nature of emergency treatment I have gained the ability to think on my feet and solve problems quickly and effectively. Through working on the ambulance as well as the prison I have learned the importance of legal medical documentation, and proper filing systems. Throughout my entire education I have developed computer literacy and strong typing skills (over 65 wpm), as computers were part of a daily routine for many years. I believe that my previous work and education experience, along with my positive attitude and strong work ethic will make me an excellent candidate for any available position in your office.

References

- Dr Paul Cusack (head GP at current location)

07 3221 3366
- Fiona Davis (Supervisor Mary Ellen Hotel)

0425 297 411
- Nicole Sunderland (Deputy director of ambulance)

1-780-646-0477