

Elisa M. Yang

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EDUCATION

Early Learning and Child Care Certificate, 12/2023
Red Deer Polytechnic – Red Deer, AB

Bachelor of Science in Medical Technology, 06/1992 – 03/1996
University of Perpetual Help System Dalta – Las Pinas, Philippines

PROFESSIONAL SUMMARY

Caring and competent Childcare worker in keeping childrens safe while nurturing their development through age-appropriate activities. Strong verbal and written communication skills, organized nature and proactive approach to solving problems and managing conflict.

SKILLS

- Compassion and Empathy
- Creative Thinking
- Active Planning
- Strong Communication Skills
- Child Safety
- Behaviour Management
- Active Listening
- Adaptability and Flexibility
- Cleaning and Sanitizing
- Teamwork Service Skills

WORK HISTORY

Early Childhood Educator | 01/2024 to Current
Tiny Toes Castle • Red Deer, AB

- Develop and organize play-based learning activities that ignite children's curiosity, imagination, creativity, and social skills while cultivating a love of learning through practical application.
- Create a welcoming classroom environment that promotes discovery, creativity, and independence while maintaining the safety and well-being of every child.
- Implement strategies and approaches for encouraging positive behavior, teaching conflict resolution skills, and creating a respectful and inclusive environment in the classroom.

Residence Aide | 05/2023 to Current
Parkland Class • Red Deer, AB

- Assisting residents with daily personal routines, including bathing, dressing, grooming, eating, and using the bathroom.
- Ensuring that residents are taking their prescribed medication.
- Reporting any concerns or medical issues.
- Keeping records of resident activity, behaviour, and moods.

Daycare Worker | 06/2023 to 12/2023
Red Deer Montessori • Red Deer, AB

- Providing care for children, such as setting schedules and routines, feeding, changing diapers, and cleaning rooms and toys.
- Developing and encouraging age-appropriate learning and socialization to ensure children learn basic skills and concepts, such as communication, manners, sharing, etc.
- Maintaining a safe workplace by monitoring children for health, behavioural, and emotional issues and reporting concerns to staff and parents.
- Ensuring children are learning positive behaviours and providing guidance or approved discipline, as needed.

Crew Member | 04/2023 – 05/2023

Tim Hortons • Gasoline Alley, AB

- Welcome customers, handle orders, and process payments.
- Prepares food and beverage orders, as well as managing delivery and mobile orders.
- Maintaining clean and sanitary surfaces to protect the safety of our guests and other crew members.

Phlebotomist | 10/2020 – 04/2021

Las Pinas City Medical Center • Philippines

- Identified patients using proper procedures before specimen collection.
- Collects capillary and venous blood specimens for testing.
- Proper labeling containers and sending the sample to designated sections inside the laboratory.

Secretary | 06/2014 – 06/2016

Emirates Dates • Dubai, UAE

- Answering telephone calls and take messages or referring calls to appropriate department.
- Assisting in reporting to management with the Sales Report.
- Filing documents, as well as entering data and maintaining databases.

Laboratory Clerk / Phlebotomist | 10/2009 – 03/2014

Las Pinas City Medical Center • Philippines

- Receives incoming patients and answers telephone inquiries.
- Collect capillary and venous blood specimens for testing.
- Complete and accurate data entry of patient demographics and tests into the electronic medical record system (Bizbox)

Payroll Accounting Clerk | 08/2008 – 10/2009

Las Pinas City Medical Center • Philippines

- Manage accounts payable for employees, residence Doctors' salaries, incentives, and bonuses.
- Perform payroll-related policies, procedures, and regulations and adherence to company and government policies.
- Prepare government taxes and other payables by the hospital and employees within quarterly and annual revenue.

Accounts Payable Officer | 03/2006 – 02/2008

Carrefour Hypermarket LLC • Dubai, UAE

- Reconciling quantity and price differences by comparing the LPO (Local Purchase Order) and invoices received before encoding to the system.
- Preparing cheque payments as per the Credit Note Agreement.
- Perform stock inventory on a semi-annual and annual schedule.

REFERENCE

Available Upon Request

CERTIFICATIONS

- Alberta Child Care Staff Certification Level 1 – April 13, 2023
- First Aid & CPR/ AED Level C (Canadian Red Cross) – June 8, 2023 – June 7, 2026