

Chantelle Achneepineskum

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PROFILE

- Ready to work. An outgoing individual with excellent interpersonal skills
- Enjoy meeting new people
- Mature and responsible, punctual and reliable
- Organized and works hard to complete tasks on time
- First aid and valid drive's license

HIGHLIGHTS OF SKILLS AND QUALIFICATIONS

- Excellent communication skills on phone and in person
- Great with handling minor issues, very adaptable to finding solutions
- Answer incoming and out coming calls
- Record data to database of computers and book logs
- Great customer service, good computer skills with Word and Apple
- Familiarity with nutritional and hygiene needs of children
- Good sense of humour and ability to entertain
- Excellent age-appropriate communication

WORK HISTORY

Student Multipurpose Worker
IFNA

2023-2024

Sioux Lookout, ON

- Provided guidance/support, counselling, advice, transportation and referrals to outside counselling agencies for both students and staff

Client Services Building Coordinator
Ontario Aboriginal Housing Services

2022-2023

Dryden, ON

- Assisted with creation and updating of purchase orders, work orders, invoicing, tenant notices and other tasks as required
- Completion of annual unit inspections, facility condition assessments and other field related responsibilities
- Responded to and resolved maintenance complaints and issues

Childcare Worker
Tikinagan Child and Family Services

2021-2022

Dryden, ON

- Arranged and provided services to meet needs of children in care
- Kept track of the placement of the child and developed a plan of care for each child
- Kept Supervisor informed of key issues and serious occurrences
- Completed case notes and kept all files updated. Filled P.O

Support Staff

2021

OATC

Dryden, ON

- Initiated client uranalysis (UDS) checks
- Answered phones and assisted callers by providing basic information about the treatment program and its facilities
- Connect to Counsellor and/or qualified staff based on callers inquiry
- Booked applicable client appointments as directed by designated healthcare staff
- Completed product and medical supplies inventory, faxing/emailing
- Opened and closed clinic daily and on a consistent bases as outlines in the procedures and protocols manual

EDUCATION

Grade 12 Diploma

Seven Generations

Indigenous Wellness and Addictions Prevention

Canadore College

September 2022

LICENSES, TRAINING AND CERTIFICATIONS

De-escalating Potentially Violent Situations Certificate

Indigenizing Harm Reduction Certificate

Servicing, Caring and Advocating for 2SLGBTQ+ Children

Death and Serious Bodily Harm Notifications

Standard First Aid and CPR

G Class Ontario Driver's License

REFERENCES AVAILABLE ON REQUEST