

Joanna Lindner

403-669-0449 | SW Calgary, AB | joanna.lindner@gmail.com

SUMMARY OF SKILLS

- Maintains a positive attitude and friendly disposition
- Actively provides weekly visits to the sick in my community
- Compassionate, caring and respectful to all clients, providing services to meet their unique needs
- Able to work effectively as an active team member as well as independently
- Good verbal, listening and written communication skills
- Honest and dependable demonstrating integrity and a strong work ethic
- Able to use computer for data entry, word processing and internet research
- Fluent in English and Polish

RELEVANT EXPERIENCE

Office Assistant, Clearview Physiotherapy 2016 – 2017
Calgary, Alberta

- Greeted and welcomed clients coming into the clinic; directed them to treatment rooms
- Answered the phone, booked initial and follow-up appointments and sent email reminders
- Processed payments from customers and issued receipts
- Performed ultra sound treatments for clients, and cleaned machine after each use
- Made sure table linens and towels were washed, folded and ready for use

VOLUNTEERISM

Library Cart Program, Cedars Villa Extendicare March 2019-Present
Calgary, Alberta

- Brings the library cart to residents and assists them with choosing reading materials
- Helps with set up and tear down of group activities
- Assists residents in making their way to scheduled activities within the centre

General Office Assistant, Roman Catholic Diocese of Calgary 2012- Present
Calgary, Alberta

- Schedules, plans and prepares for upcoming meetings
- Distributes outgoing and incoming letters
- Data entry of volunteer information and parish events

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VOLUNTEERISM CONTINUED

- Guest Services; Kitchen Help, Inn from the Cold** 2015
Calgary, Alberta
- Served meals to guests and cleaned up the eating area afterwards
 - Allocated toiletries to clients
 - Attended to clients as needed

EDUCATION & CERTIFICATION

- Bredin Centre for Learning
Customer Service Program 2015
Roman Catholic Diocese of Calgary
- Bereavement Education Program** 2018
Diocesan Pastoral Care Training Program for Lay Visitors 2014
Diocesan Catechetical Certificate Program

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REFERENCES

Mary Ann Donaleshen

Previous Director of Youth Ministry; Pastoral Centre

403-466-2432

Gisele Kriwokon

RCIA Ministry; Roman Catholic Church

403-249-3900

403-803-5990