

## **NAJA SINCLAIR**

### **Employment Objectives:**

To work in an environment where I can noticeably contribute to the success of an organization.

Also, to utilize skills and experience acquired through past career opportunities.

### **Professional Profile:**

Excellent oral and written communications of the English language

Excellent health assessment skills

Work well in a team environment, flexible and independently

Extremely punctual and willing to work hard to achieve goals set by the organization's expectations

Organize, dedicated with a positive attitude

Computer literate

### **Education:**

2006 FOOT CARE, ADVANCED NURSING CERTIFICATE  
DURHAM COLLEGE, ONTARIO

2006 STARTED BACHELOR OF NURSING DEGREE PROGRAM ONLINE  
UNIVERSITY OF CALGARY, CALGARY

2006 BASIC RESCUER CPR (c) & EMERGENCY FIRST AID CERTIFICATE  
CANADIAN RED CROSS, TORONTO

2005 HEALTH ASSESSMENT, NEPHROLOGY 1 & 2 COURSES  
HUMBER COLLEGE, TORONTO

2003 AQUATIC DEVELOPMENT & EMERGENCY TRAINING (ADET)  
[Provider in Automated External Defibrillation]  
START Clinic, Toronto

2000 STARTING AN INTRAVENOUS (Weekend Course)  
George Brown College, Toronto

1996 - 1999 REGISTERED NURSE (Diploma)  
Centennial College, Warden Campus, Scarborough

1991 - 1996 SECONDARY SCHOOL (Diploma)  
Victoria Park, North York

**Experience:**

- JULY 31, '07      The Jon Dore Television Show – Episode # 102  
Principal Actor – Bloodmobile Nurse  
Toronto, Ontario
- APRIL '06-      CANADIAN BLOOD SERVICES, TORONTO  
present      Registered Nurse (Part-Time)  
Health Assessments, Phlebotomy
- 2001–May '04      START CLINIC, Toronto (INFERTILITY) Company name  
changed
- June '04-present LIFEQUEST Centre for Reproductive Medicine, Toronto  
Registered Nurse (Every other weekend)  
CHARGE NURSE – alternative weekends and when the Cycle  
Monitoring and the IVF Coordinators are away  
Co-ordinate patient care (20-40 patients) Review medical reports/situations e.g.  
Emergency questions, Bloods and Ultrasounds with Physicians and patients  
Patient teaching regarding Injections (PO, IM and subcutaneous)  
Initiation and care of intravenous  
Operating Room – Scrub, Circulating  
Medication Administration (IV, IM, S/C, PO)  
Post-anesthesia nursing care from admission to discharge
- June '04-      ST. MICHAEL'S HOSPITAL, TORONTO  
2005      Respiriology/Cystic Fibrosis Program  
Registered Nurse (Casual)  
Nursing assessment and teaching  
Medication administration (PO, S/C, IM, IV, Inhalation)  
Care of: S/L, PICC lines, Midlines and Port-A-Caths  
Care of patients using various BiBAP machines
- 1999 - 2001      THE SCOTT CLINIC, Toronto  
Registered Nurse (Full-Time)  
Pre-operative counseling  
Rh and Hemoglobin testing  
Pre-operative assessment  
Initiation and care of intravenous  
Operating Room – Scrub, Circulating  
Medication Administration (PO, IM, S/C, IV)  
Post-anesthesia nursing care from admission to discharge

**PREGRADUATE CLINICAL PLACEMENTS:**

- May 1999 – SCARBOROUGH GENERAL HOSPITAL, Scarborough  
June 1999 Post-Anesthesia Care Unit (PACU)  
Post-anesthesia nursing care for various surgical specialties  
Comprehensive port-anesthesia nursing care from admission to discharge  
Numerous PCA set-ups with supervision of preceptor
- March 1999 – SCARBOROUGH GENERAL HOSPITAL, Scarborough  
May 1999 4 West Med/Surgery  
Nursing assessment with post surgical patients  
Provided care to patients  
Charting according to Agency protocol (computerized)  
Medication administration (PO, IM, S/C)

**Achievements:**

- September 1999 RN registration from the College of Nurses of Ontario  
October 1998 Assisted with teaching Health Promotion at Military Trail Public School  
October 1996 Won the John Petrie Memorial Award in recognition of distinctive Achievement in High Academic Standing, Active School, and Community Participation  
1995-1996 Athletic Council President  
1994-1995 Senior Female Athlete of the year  
June 1992 North York Hydro Family Studies Award in recognition of Distinctive Achievement in Family Studies, high academic standing and active school participation at Victoria Park Secondary School

**Volunteer Work:**

- May 1998 Mental Health week at Scarborough Town Center  
1992-1994 Minister United Church as a nursery helper  
2007 Platelet donations

**Future Goal:**

To obtain a Bachelor of Nursing Degree from the University of Calgary by 2008.

REFERENCES AND FURTHER DATA AVAILABLE UPON REQUEST