

# SHIVANI TANDON

505-555 Park Rd N, Brantford, ON. N3R0B4 | 1-647-879-6679 | Standon5598@conestogac.on.ca

Enthusiastic and detail-oriented professional with proficient analysis and documentation skills

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## SUMMARY OF SKILLS

- Skilled in the use of Hedgehog software, as a result of the daily inspections, documentation of fieldwork and nexus issues
- Developed excellent tact, diplomacy, and public relation skills from communicating regularly with operators and providing education to them regarding potential health hazards
- Demonstrated excellent risk assessment skills from conducting field inspections and identifying potential health hazards
- Thorough understanding of HPPA and underlying public health laws, regulations and standards in Ontario through course-based learning and application of new regulations during inspections
- Skilled in conducting a literature review, assembling background information for research and applying evidence-based research to understand public health through previous research internship and current course-based research
- Proficient in the use of Microsoft Office: Word, Excel, and PowerPoint
- Ability to balance workloads efficiently and able to work in a constantly changing environment
- Flexible, willing to take more responsibilities as needed
- Strong organization and time management skills

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## WORK EXPERIENCE

**Student Public Health Inspector | Brant County Health Unit, Brantford, Ontario, Canada**

**June-August 2018**

- Conducted inspections for low, and medium risk premises specifically in food safety, water quality, bunkhouses, rabies and infection control programs
- Monitored small drinking water systems and investigated water quality by collecting, processing and submitting water samples to the accredited laboratory as well as providing helpful information and instruction to the owners regarding adverse water results
- Processed and submitted ticks to the accredited lab for identification and reported results to concerned individual
- Conducted the food handler's training course
- Delivered a food safety presentation to certified food handlers and members of the public at the International Villages Festival in Brantford
- Attended special events on evenings and weekends alongside Brant County health inspectors

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## EDUCATION

**Bachelor of Environmental Public Health | Conestoga College, Kitchener, Ontario, Canada**

**Present (Average GPA- 3.79)**

Focus areas — Conduct compliance inspections; water, food safety, personal service settings, outbreak management, investigate complaints and animal bite incidents, work on special projects

**Master of Environmental Science | Veer Narmad South Gujarat University, Surat, Gujarat, India 2012**

Focus areas – Environmental Management, Legislation and Policy, Solid and Hazardous Waste Management, Biotechnology & Environmental Health Safety, Water and Waste Water Management, Air Pollution and Control

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## **Bachelor of Microbiology | Veer Narmad South Gujarat University, Surat, Gujarat, India 2010**

Focus areas – Microbial Genetics and Metabolism, Immunology and Medical Microbiology, Microbial Ecology and Environmental Microbiology, Food Microbiology and Fermentation Technology, Microbial Genomics and Bioinformatics

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### MEMBERSHIPS AND ASSOCIATIONS

- Student member of CIPHI
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### OTHER WORK EXPERIENCE

#### **Teacher| Delhi Public School Tapi, Surat, Gujarat, India 2014-2016**

- Trained 6 - 8 different classes of 30 students each, for various language-based activities and competitions resulting in winning 6 literary awards throughout the year in various inter school competitions
- Conducted bi-annual workshops on effective reading and writing skills for small group of 7 - 10 students which showed 60 - 70 % improvement in their reading and writing skills

#### **Teacher | Vibrant International Academy, Surat, Gujarat, India 2012-2014**

- Developed innovative methods of teaching English, Maths, and Science such as learning through class activities, card game and experimenting which increased students' inclination towards the subjects thus obtaining better results
  - Led a committee of four teachers for selection of books and creating lesson plans which helped to get better books for students and increased the teaching efficiency
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### VOLUNTEER

#### **Volunteer, LEO Club of Surat, Gujarat, India 2016**

- Organized a workshop on the awareness of communicable diseases, their spread, and prevention for the people living in slums

#### **Volunteer, LEO Club of Surat, Gujarat, India 2006**

- Participated in cleaning and restoration services in Gujarat 2006 floods
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### CERTIFICATIONS

- **Reprocessing in Community Health Care Settings 2019**  
Public Health Ontario

- **Introduction to Incident Management System 2017**  
Emergency Management Ontario

- **Introduction to Public Health Emergency Preparedness 2017**  
PHO Emergency Preparedness, Ontario

- **Worker Health and Safety Awareness 2017**  
Ministry of Labour, Ontario

- **Food Handler Training Certificate 2017**  
Region of Waterloo Public Health, Ontario

- **Computer Fundamentals, MS Office and Internet 2013**  
Ministry of Labour and Employment, India

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### INTERESTS

- Social work, travelling, learning about different cultures and new languages
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### REFERENCES

- Available on request