

Addis Belayneh

Phone Number (403) 402-3728

Email addis.belayneh1@alumni.ucalgary.ca

Address 65 Belmont Common SW Calgary, AB

Website www.addisbelayneh.com

Dedicated and highly organized individual with considerable experience in computer software, visual arts, and graphic design. Detail-oriented individual with proven ability to manage multiple tasks with efficiency and accuracy. Excellent interpersonal, communication, and leadership skills.

EXPERIENCE

Medical Office Assistant

Crowfoot Village Family Practice, Calgary, AB

May 2023 - Present

- Scheduled patient appointments, tests, and procedures in computerized scheduling system.
- Responded promptly to phone inquiries from patients, providing information in a courteous manner.
- Used EMR software to manage patient records and files.
- Entered patient data into electronic health record system, displaying proficiency with medical software applications.
- Emailed health records, test results, and questionnaires to patients.
- Cleaned rooms after appointments.
- Gave prescription samples and requisitions to patients.

Laboratory Technician

Fleischmann's Yeast, Calgary, AB

May 2022 - Sep 2022

- Utilized a range of laboratory equipment, including microscopes, centrifuges, pipettes, and spectrophotometers to assess the health and quality of yeast and molasses used in the factory.
- Performed routine laboratory tests and analyses on yeast growth and wastewater in support of research objectives, ensuring accuracy and precision of results.
- Conducted quality control checks on all lab instruments and supplies.
- Set up and operated laboratory instruments to perform standardized testing on dough to ensure health requirements were correct before shipping, in accordance with industry and standard operating procedures.

Computer Lab Supervisor

University of Calgary, Calgary, AB

Jan 2022 - Apr 2022

- Provided technical support to students and faculty members in the use of computers, software applications, printers, and other equipment.
- Managed the daily operations of a computer lab during tutorials and classes.

EDUCATION

Bachelor of Science (B.S.) in Cell/Cellular and Molecular Biology

University of Calgary, Calgary

GPA 3.45

Jun 2023

VOLUNTEER EXPERIENCE

Ministry Leader

Zealous Ministries, Calgary, AB

Jan 2023 – Feb 2025

- Organized weekly speakers for Youth services every Friday.
- Led the band and participated in the weekly band performances and sound system support.
- Planned and helped lead biweekly planning meetings with the other volunteers.
- Organized special events in the summer for youth community meetups.
- Led monthly meetings with our Pastor to discuss scheduling, youth involvement, and leadership.

Youth Outreach Worker

Immigrant Outreach Society, Calgary, AB

Apr 2022 – May 2023

- Spoke at Youth Career Events about activities provided by the Immigrant Outreach Society.
- Discussed career planning and mentored youth in high school.
- Helped organize Youth Summer Camp activities and planning the schedule.
- Training youth on Skills for Psychological Recovery (SPR) to manage stress and mental health issues.

Medical Equipment Loan Program Assistant

Canadian Red Cross, Calgary, AB

Sep 2020 - Mar 2021

- Organizing the warehouse by type of medical equipment.
- Gathering patient's equipment orders for pickup based on paperwork from physician offices.
- Filling out paperwork and explaining the rules to patients.
- Handling pickups and returns when patients arrive to get their medical equipment.