# Jeremy Paruch

**Email: Jerparuch@gmail.com**                                   **Phone Number: (902) 489-1394**

**OBJECTIVE :** Driven Programmer with hands-on experience with various programming languages; committed to continuous improvement and learning, looking to bring value to a dynamic team

## SUMMARY OF QUALIFICATIONS

- Currently enrolled in IT: Programming Year 2 of 2.
- Currently Learning: C++. Adv Java Skills, Android Development, Web Applications, Project Mgmt.
- Graduate of the Office Administration Program 2022 **(With Honours).**
- Experience using various databases (STAR, PHS, LIS, SAP, MedTech, SQLite).
- Excellent interpersonal and documentation skills, coupled with strong attention to detail.
- Nine years of experience in communication, organization, decision-making, customer service, and quick report production.

## EDUCATION

Nova Scotia Community College**, Ecampus**                                                      **Current**
**IT Programming: Year 2**

*Related Course Work:*

- Android Development
- Advanced Programming
- Data Fundamentals
- Introduction to Networking and Security
- Logic & Programming
- Operating Systems Windows & Linux
- Client-Side Programming

- Introduction to System Analysis & Design
- Professional Practice for IT
- Introduction to Object Oriented Programming
- Programming in C
- Programming in C++
- Project Management
- Website Development

Nova Scotia Community College, Kentville, NS                                               **2021-2022**
**Office Administration: Certificate with Honours**

## WORK EXPERIENCE
### Nova Scotia Health Authority

*Ward Clerk B (Casual) – Valley Regional Hospital – Med A*             **September 2024 - October 2025**
- Ensured patient charts were updated and coordinated with nurses, doctors, and health records. EHS gathered and entered information for review (including diagnostic information) and assisted in the general organization and efficiency of the floor.

*Booking & Registration Clerk B - Primary Health Care - N.S. Diabetes Center*      **2023-*August 2024***
- Responsible for registering all clinic patients; scheduling and communicating patient appointments; coordinating health records for the clinic visit; gathering and entering information for Center statistics (including diagnostic information); and assisting in the general organization and efficiency of the Centre.

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*Secretary D - Simulation - Interprofessional Practice & Learning*        *Jan 2024-May 2024*
- Provided administrative and technology support functions for the development, delivery, and evaluation of educational programming at the Learning Institute, including, but not limited to, preparation of print-based and electronic materials, maintenance of databases and learning management systems, and customer relations.

*Booking and Registration Clerk B-Central Lab Reporting*        **2023**
- Register patients in the hospital registration system. Order a broad scope of complex laboratory tests utilizing the laboratory information system. Facilitate reporting laboratory test results via phone, fax, and other electronic reporting systems. Responding to inquiries, distributing memorandums, filing laboratory reports, data entry, appointment bookings, relaying messages, and transferring calls.

*Booking and Registration Clerk B-Blood Collections*        **2022-2023**
- Register patients in the hospital registration system. Ordered complex laboratory tests utilizing the laboratory information system. Accurate data entry of patient demographics and test requests. Assisted with the flow of patients to ensure minimal wait times.

## COMMUNITY INVOLVEMENT & VOLUNTEER EXPERIENCE
*Challenge Nova Scotia*        **2024**
- Participated in developing a solution to the current problem(s) that nova scotia is facing

## TRAINING, CERTIFICATES, & AWARDS
- **RBC HubHacks Winner**        **2025**
- **Challenge Nova Scotia Participation Letter**        **2024**
- **NSCC WIL Student of the Year**        **2022**
- Occupational Health and Safety (OHS)

        **2022**

## ATTRIBUTES
- Adaptable
- Cooperative
- Decisive
- Detailed Oriented
- Disciplined
- Efficient
- Engaging
- Good-natured
- Helpful
- Honest
- Knowledgeable
- Multitasker
- Organized
- Outgoing
- Punctual
- Reliable
- Respectful
- Responsible

### *References are available upon request*