

Nicole Trudell
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PROFESSIONAL EXPERIENCE

Kamloops Christian School

February 2025 – present

Educational Assistant (EA) on Call

Provide support to designated students in the classroom as well as support the teacher as required with other students. Duties may also include recess and lunch supervision if on- call is covering the staff member assigned that day.
Support is provided to students in Kindergarten to Grade 12 as required.

Dr. Micheal Hsiao, Obstetrics and Gynecology

December 2022 – August 2024

Medical Office Assistant, Specialist Office

Responsible for booking patient appointments, answering phones and reception duties, submitting OR Booking paperwork to RIH, clinic day duties which included checking in patients, urine tests, taking blood pressure and booking any follow up needed, and admin duties related to the office.

Interior Health Authority

October 2017 – December 2022

Casual Nursing Unit Clerk and OR Booking Clerk

Register and process orders for outpatient clinics and admit patients to hospital, process doctor's orders, OR booking and outpatient booking experience.

Administrative Services Supervisor

October 2017 – April 2018

Responsible for supervising admin staff at Kamloops Public Health including delegation of tasks through monitoring workflow, evaluating staff, recruiting and training staff, addressing concerns and addressing needs as they arise.

Casual Registration/Admitting Clerk

April 2017 – October 2017

Register patients for emergency, outpatient clinics and admit patients to hospital, clerical duties related to admitting and registration, switchboard.

BC Interior Community Foundation

March 2015 – April 2017

Executive Director

Establish relationships in the community with donors, fund holders, and community members. Communicate with stakeholders to keep them informed of the work the foundation is doing and any changes. Fundraising activities including the annual dinner and assisting with other fundraising events tied to the foundation. Assist with fund development, donor services and the granting process. Submit grants and work with funders upon successful grant application. Work with Board of Directors on vision and strategic planning for the foundation. Oversee day-to-day operations and office staff and managing the operations budget.

KGHM – Ajax Project
Community Relations

January 2013 – March 2015

Work within the external affairs team and responsible for grassroots community outreach. Responsible for the planning, logistics and execution of open houses, special events and public tours. Developed and implemented strategies including social media, landowner engagement. Assist with sponsorship and donation program as required. Compile information and edit bi-monthly internal newsletter.

Rest Assured Home Inspections
Office Administrator

July 2012 – December 2012

Responsible for the day-to-day administration of the office and marketing related tasks as required. Prepared banking deposits, ordered supplies, managed accounts receivable and submitted payroll.

Cedar Dental Centre
Office Coordinator/Manager

October 2011 – July 2012

Responsible for preparing banking deposits, managing accounts receivable/payable, payroll, insurance payments, maintaining daily record keeping.

Fraser Health Authority and PHSA - BC Cancer Agency
Nursing Unit Clerk, Registration/Admitting Clerk

May 2009 – September 2011

Register and process orders for outpatient clinics and admit patients to hospital, process doctor's orders, OR booking and outpatient booking experience.
Cancer clinic: Process doctor's orders for outpatient clinics (radiation and systemic therapy), reception and clerical duties, ordering tests and booking appointments.

EDUCATION

Bachelor of Education: Thompson Rivers University – September 2024 - present

Public Relations Diploma: University of Victoria – May 2015

Health Unit Clerk Certificate: University of the Fraser Valley – May 2009

Mentorship and Leadership workshop: Fraser Health Authority