

SYLVIA MADSEN

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CAREER OBJECTIVE

Compassionate and dedicated Certified Nursing Assistant with one year of experience providing quality patient care in a hospital setting. Committed to personal and professional growth in the nursing industry while contributing to and ensuring healthy lives and promoting well-being for all at all ages. Seeking to leverage skills in patient support and work in a person-centered manner to contribute to a healthcare team dedicated to excellence in patient care.

SKILLS BASE

- Possession of strong organizational, planning and documenting skills
- Proactive and keen to gain experience in new areas
- Good interpersonal and communication skills
- Positive, service minded and good at working with others
- High degree of integrity, professionalism, attention to detail and dependability
- Proficient in Microsoft Office
- Patient care and assistance
- Safety procedure adherence
- Vital Signs Monitoring
- Medical Equipment Operation
- Infection Control protocols
- Cultural Sensitive and understanding of privacy laws

WORK EXPERIENCE SUMMARY

- Direct Patient Care: Provided comprehensive support to patients by assisting with activities of daily living (ADLs) such as bathing, dressing, grooming, and toileting. Ensured patient comfort and dignity while promoting independence and self-care whenever possible.
- Vital Signs Monitoring and Reporting: Regularly measured and documented patients' vital signs, including temperature, pulse, respiration, and blood pressure. Observed and reported any significant changes or abnormalities to nursing staff, contributing to timely interventions and overall patient safety.
- Collaboration with Healthcare Team: Worked closely with registered nurses and other healthcare professionals to implement individualized care plans. Participated in patient care rounds and team meetings, effectively communicating patient needs and progress to ensure cohesive and coordinated care delivery.

MATUU SUB-COUNTY HOSPITAL

Certified Nursing Assistant- May 2023 – May 2024

- Provided direct individualized bedside care to pre- and post-surgical patients, ensuring comfort and safety.
- Prepared patients for therapy and assisted with mobility, including transferring from beds to wheelchairs.
- Monitored and recorded vital signs, including temperature, pulse, respiration, and weight, reporting any significant changes to nursing staff.
- Maintained a clean and secure clinical environment, adhering to infection control protocols.
- Assisted with daily activities such as bathing, dressing, grooming, and toileting, promoting dignity and respect.
- Collaborated with healthcare teams to support clinical duties and participated in team meetings to discuss patient care plans.
- Ensured supplies and medical equipment were replenished and set up as required by healthcare professionals.
- Administered orally prescribed medications and monitored for adverse side effects, communicating findings promptly.
- Provided emotional support and companionship to patients and their families, fostering a positive healthcare experience.
- Documented patient care accurately, maintaining compliance with healthcare standards and privacy laws.

EDUCATION

- 2024 - Westwick College of Health Science

CERTIFICATIONS

- Basic Life Support (BLS) Certification - American Heart Association, October 2024
- Care Certificate (Standards 1-15) - Caredemy, July 2024
- Diploma Training in Nursing and Medication Administration - Studyhub, July 2024

MADSEN & ASSOCIATES ADVOCATES

WORK EXPERIENCE SUMMARY

- Handled development projects for various real estate companies by providing legal advice and in the acquisition of land and drawing the relevant sale transactional documents
- Assisted financial institutions in perfecting securities for borrowers and ensuring the requisite documents such as charges, and debentures, are properly drafted, engrossed, executed and registered in the relevant registries
- Assisted in the structuring of complex residential and mixed-use development projects and incorporating special purpose vehicles

Managing Partner - December 2022 – April 2023

- Strategic Planning: Developing and implementing long-term strategic plans for the firm, including setting goals, identifying growth opportunities, and establishing priorities to ensure the firm's success
- Financial Management: Overseeing the firm's financial performance, including, financial planning, revenue generation, expense management, and profitability analysis. Ensuring the firm's financial stability and growth by making strategic financial decisions
- Business Development and Client Management: responsible for cultivating relationships with existing clients, actively seeking out new business opportunities and expanding the client base
- Practice Management: Ensuring efficient and effective delivery of legal services to clients while maintaining high standards of professionalism
- Team Management: Providing leadership and direction to the firm's associates, and support staff by fostering a positive and inclusive work environment.
- Setting performance expectations, providing mentorship to the team, regularly reviewing, and offering feedback on their work
- External Relations and Networking: Building and maintaining a strong network of contacts and strategic partnerships to support the firm's growth and business objectives.

CANAAN DEVELOPERS LIMITED

Legal Associate – Real Estate and Construction - August 2021 - November 2022

- Created and launched a new legal service department
- Liaised and worked closely with the external legal firm on real estate transactions including the sale and purchases of land and high value complex developments
- Maintained regular and accurate communication with clients and external lawyers on their matters and keep accurate records of discussions and correspondence with clients and external lawyers
- Maintained the offices register and database of the legal department as well as updated client files
- Monitored all legal matters in the organization
- Prepared and reviewed engagement letters to ensure they are legally aligned
- Reviewed, drafted and negotiated a variety of agreements and documents relating to real estate transactions and construction
- Undertook due diligence on property and property related transactions
- Ensured billing and collection of fees
- Interacted regularly with clients to build good networks and relationships
- Compiled research papers on new and emerging areas of law in the real estate and construction fields
- Provided legal counsel in the decision-making process
- Identified legal needs in various departments & ensure smooth operation in the legal unit as a whole

KNOW Advocates LLP

Legal Assistant – January 2016 - December 2018

- Drafted contracts and agreements and assisted in execution in different areas of law such as real estate and conveyancing, intellectual property, commercial transactions among others
- Drafted reports on the status of client matters to enable the partners and clients to remain apprised on the same
- Liaised with various regulatory and statutory authorities such as immigration, tax, company and land registry and other agencies with respect to client matters
- Filed various accounts and statutory returns
- Maintained regular and accurate communication with clients on their matters and keeping accurate records of discussions and correspondence with clients
- Assisted in company secretarial services such as drafting of minutes of meetings
- Processed and distributed fee notes to bill clients
- Managed all administrative tasks for the partners
- Conducted extensive legal research on a diverse range of assigned matters, analyzed the information, drafted legal opinions and legal interpretations, presented the findings, and provided detailed analysis to the partners for review
- Maintained the offices register and database opened and updated client files, ensuring that all related correspondence and other documentations are appropriately filed, registered and followed up as necessary
- Liaised with partners to whom I was assigned to prepare, review and co-ordinate execution of non-disclosure and confidentiality agreements and assisted in the preparation of reports and briefs
- Assisted in drafting, and extensively reviewing of legal documents, instruments, policy and guidelines in order to identify important issues, similarities and inconsistencies of the same and responded to inquiries and daily correspondence in a timely manner
- Maintained calendar for meetings and coordinated the same with the partners, associates and clients
- Managed expenses reports and general office management of the law firm
- Undertook registrations and filings at the company's registry and various lands registries
- Managed relationships with utility companies to ensure a high standard of service delivery

THE JUDICIARY – KIKUYU LAW COURTS

Court Intern - July- September 2012

- Assisted in drafting of judgments, rulings, legal briefs, through proof reading and editing for the court magistrate
- Supported in case analysis, preparation of case summaries and reviewing trial records
- Carried out extensive research as assigned by the court magistrate.
- Liaised with other court departments and assisted in various tasks such as administrative and other ad hoc support as required

EDUCATION

- 2019: Advocate of the High Court of Kenya
- 2015-2017: Post-Graduate Diploma - Kenya School of Law for the Advocates Training Programme(ATP)
- 2010-2014: Bachelor of Laws Degree - University of Nairobi (LLB Hons.)
- 2004-2010: Rusinga School - IGCSE & GCE
- 2002-2003: Braeside School – Nairobi - Cambridge International Examination {CIE}

INTERESTS

- Travelling to experience new cultures and environments
- Reading novels and inspirational books
- Volunteering/Community Involvement in charitable organizations, causes/events, especially of a legal nature
- A fervent lover of the outdoors activities

MEMBERSHIP IN PROFESSIONAL SOCIETIES/PROFESSIONAL QUALIFICATIONS

- Law Society of Kenya (LSK)
- Kenya Green Building Society (KGBS)

REFEREES

- Available upon request.