

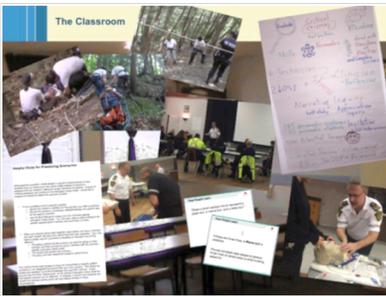
DAVID WOLFF

ABOUT ME



Manager - Educator

I have a sense of adventure and a desire to enjoy life, with an emphasis on work/life balance. Racing promotes leadership and teamwork and sailing provides balance.

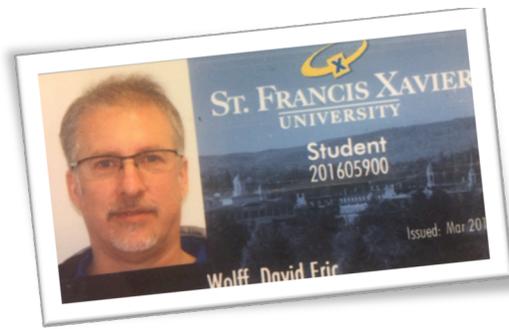


ATTITUDES

I am a dedicated and creative team member with integrity and strong work ethics. I am honest, fair, and caring, which is evident in my servant theory of management. I am able to create precise plans in advance and also respond to immediate needs. I am strategic, innovative and detailed, excelling as investigator and problem solver. I work well independently but also as a collaborator; flexible and adaptable when evidence suggests there is a better way to do things.

I am professional, enthusiastic, and motivated by challenge, but I also have the ability to balance work and leisure with a sense of adventure. I am perceptive, self-aware, and have a positive outlook on life where every day is a new day, not just for myself but also for others. I am charismatic and have a sense of humour, excelling in presentations and public venues.

I believe lifelong learning is key to maintaining these attitudes as well as a requirement to be a good manager and educator; excelling in communication, understanding, and the provision of guidance and direction for those I serve.



Master's of Adult Education (c)
Bachelor Clinical Practice (Paramedic)
CMM III (EMS Executive)

Manager and Educator

- Educational Consultant
- Professional Development
- Psychological Health and Safety

Knowledge, Skills and Attitudes

My combined experience as a manager, educator, business owner, and entrepreneur in the private and public sectors has equipped me to be a valuable leader in many aspects. My specialized skill-set has positioned me to provide expert service in all aspects of Paramedic Services but can also be adapted to be used in any health or non-health related industry. My skills include operations, Continuing Quality Assurance/Improvement (CQA/CQI), health and safety, and education. The result of this combined experience is a finely honed ability to manage people, facilitate education, and enhance professional development of others that can be translated into any industry.

Paramedic - Manager - Educator

My resume outlines my experience, but does not detail the learning that comes from that experience, nor how those abilities can be used in the course of work. Below, I have categorized and summarized my combined skill-set in nine distinct groups. Although described individually, each group of skills together document my abilities as a highly skilled educator and manager. For more information, go to www.davidwolff.ca.

1. Human Resources

- Supportive through identification of intrinsic motivators, level of skill, and individual need, enhancing performance and encouraging continuous improvement
- Demonstrative of servant leadership by creating an environment where staff feel safe and equipped to perform, listening, communicating, setting realistic goals and providing timely feedback
- Fair, honest, diplomatic and tactful

2. Project Planning/Management

- Skilled in needs analyses and identification of required resources; creation of policies and procedures; development of required educational programs
- Ability to implement projects, coordinate and equip Human Resources! More nitor the project, problem solve, evaluate and provide feedback

3. Education and Educational Program Planning

- Excel at needs analysis, planning, development, delivery/facilitation, and evaluation of education
- Abreast of current adult education principles (online, face-to-face, blended)

4. Professional Standards

- Focused on CQA/CQI
- Able to interpret legislative documents
- Precise, specific, able to see the big picture while paying attention to details

5. Operations

- Able to ensure smooth operations, manage immediate day to day needs, with calmness and poise, (fleet, inventory, equipment, supervision, health and safety)
- Critical thinker, reflective and decisive
- Organized, integrating pre-planned activities into the busyness of each day, (public/stakeholder interactions, labour/management, health and safety)

6. Public Relations

- Skilled at public speaking, marketing, advertising and promotion
- Collaborate with multiple stakeholders
- Demonstrate open-mindedness, respect, sincerity and honesty, to accomplish common goals through negotiations and communication

7. Technology

- Expertise in many technological aspects from medical technology to web design including LMS, CMS and design suites
- Comprehension of complex systems such as database driven documentation suites
- Highly skilled in Windows and Mac operating systems, standard Office suites, moodle, tableau, and more.



8. Research

- Strategic planner using ethical reasoning with attention to details
- Analytic, able to investigate and survey current knowledge to identify gaps, establish needs and determine financial feasibility

9. Finance

- Fiscally reliable, responsible and accountable
- Able to forecast expenses, manage accounts payable/receivable, payroll, T-2 corporate income tax returns
- Skilled at tendering/RFP process