

# PETER N. ATEH

Edmonton, Alberta

## EDUCATION

<b>Practice Readiness Education Program (PREP)</b> , CPLED	Completed Jun. 2021
<b>NCA Certificate of Qualifications (CQ)</b> , Federation of Law Societies of Canada	Jan. 2020
<b>University of Alberta Law School</b> (NCA program)	Sept. 2016
<b>Bachelor of Laws (LL.B.)</b> , University of Yaoundé II Soa	Jun. 2003

## EMPLOYMENT

**I Have A Chance Support Services (IHAC)** May 2018 – Present

*Private agency providing support services in Alberta, Manitoba, Ontario, and Northern Canada to individuals with various challenges, including developmental and physical disabilities, mental illness, and addictions through in-home, residential, and day programs.*

### **Community support worker**

*Supervise and encourage clients through one-on-one support to develop and maintain healthy routines and life skills, including household shopping, meal planning and preparation, and money management. Provide suicide and crisis intervention. Administer and document medications. Supervise clients on community outings.*

- Assess relevant client skills, strengths and development needs, and eligibility for specific services, and implement behavior management programs.
- Organize and maintain a clean, living environment to create a safe, supportive home environment.
- Document client progress and program statistics for case management and performance evaluation, including case notes and case histories, logbooks, and daily and quarterly reports.

**Oerlikon Metco** Aug. 2015 – Feb. 2016

*Leading materials and surface solutions provider of thermal sprays, laser cladding, and other coating technologies for various industries, including automotive, aviation, healthcare, and energy and mining.*

### **Quality, Health, Environment and Safety (QHSE) Advisor**

*Reporting to the Regional Health, Safety and Environment Manager, coordinated QHSE activities, including liaising with management and operators; HSE awareness; planning and executing inspections and audits; monitoring performance and preventive and corrective action plans; leading safety meetings, orientations; and reviewing and assessing HSE risk.*

- Implemented QHSE management systems, processes, and procedures to improve operations in accordance with ISO 19001, ISO 14001, and OHS 18001 guidelines, regulations and codes.
- Conducted investigations and analyzed and reported findings to management, including non-conformity, root cause analyses, incidents, near misses and property damage, leading and key performance indicators such as JHA, and behavioural based observations.

**Frontier Medex** Feb. 2013 – Jan. 2015

*Frontier Medex (aka. United Health Care Global) operates in North America, Europe and Africa delivering remote medical care to the construction, oil and gas, mining and drilling, and aviation industries and providing medical professionals, supplies and equipment off-shore and on-land for the oil and gas industry.*

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### Health, Safety, and Environment (HSE) Coordinator

*Coordinated HSE at ATCO SL Spruce Grove production plant and SNC Lavalin Janson pottage mine. Reported to the plant managers, ensured corporate compliance with OH&S code. Conducted project- and plant-specific orientations for new construction workers and visitors on site before commencement of work.*

- Organized HSE training for workers and supervisors.
- Assisted and participated in monthly HSE and committee meetings.
- Coached workers on field-level risk assessment (FLRA) and behavioral-based safety (BBO).
- Company achieved zero-incident level during my tenure.

### Ben Chambers, Bamenda, Cameroon

Jul. 2001 – Sep. 2002

*Small general practice law firm founded in 1999 with 9 lawyers specialized in various legal areas.*

### Legal/Administrative officer

*First point of contact for clients, collected legal information and updated them about case progress. Performed legal research and drafting on behalf of the firm and clients.*

- Attended questioning/interviews and assisted in court filings.
- Answered incoming phone calls and referred information and clients to appropriate departments.
- Created and stored soft copies of client files in the database and filed hard copies.

## VOLUNTEERING

### Volunteer Circle Member, Edmonton Youth Justice Committee Society, Edmonton May. 2021 – Present

- Attend committee circle meetings with the parties involved with the goal to promote accountability; make amends; develop insight and maturity and give the victim a voice in the process
- Support extra-judicial sanction programs on restorative justice helping youths in trouble with the law.
- Discuss with youths the harm caused by their actions, the impact it had on the victim and the community and how things can be made right.

## INTERESTS

**Reading:** Read both fiction and non-fiction, especially books about crime. Currently reading “Behold the Dreamers,” a novel by Imbolo Mbue.