

Sheen Cleopatra C. Acosta

📍 Edmondson Park, NSW 2174

✉️ acosta.sheen@gmail.com

📞 + 61 411 275 101

- To become a successful individual who will serve as an inspiration for others by means of my ability to work hard and achieve my goals.
- A nursing student seeking a Nursing Assistant position dedicated to providing care and assistance to elderly people and ensuring their safety and well-being by utilizing my knowledge about basic nursing skills.

WORK EXPERIENCE

Customer Service Team Member

Woolworths | Campbelltown, NSW

June 2023 – Present

- Handle cash and card transactions with customers.
- Scan store items and handle payments.
- Issue change and receipts.
- Redeem gift cards and vouchers.
- Bag items
- Maintain checkout areas' cleanliness.
- Assist customers with questions.
- Returning unpurchased items to aisles.

Production Worker

PAX Australia | Ingleburn, NSW

March 2023 – July 2023 (4 months)

- Assists in assembling liquid products such as liquid hair products, cleaning products, and aerosols on a production line.
- Inspect products for possible defects.
- Packing the finished products.
- Putting the finished product boxes in the designated pallets.
- Assists in reworking on-hold items.

Front of House

Burger Point | Edmondson Park, NSW

January 2022 – Present

- Maintain an accurate cash drawer.
- Provide service, take orders, phone orders, and serve food to customers.
- Check and ensure food accuracy and transport food to designated tables.
- Prepare takeaway orders.
- Check and organize stock supplies.
- Maintain store cleanliness, sanitize tables, and do bin runs.

Barista

Cuppa Tea (Milk Tea Shop) | Laguna, Philippines

May 2021 – December 2021 (7 months)

- Prepare and serve hot and cold drinks such as milk tea, fruit tea, coffee, and tea.
- Serve foods including sandwiches and pastries.
- Provide service, take orders and serve food to customers.
- Clean and sanitize utensils, equipment, bar area, service areas, and customers' seats.
- Check and organize stock supplies.
- Receive and process customer payments.

Personal Assistant (Training)

Insurance Inc. | Sydney, NSW

November 2019 – February 2020 (3 months)

- Monitor emails and responding, if required.
- Make necessary phone calls to relevant companies regarding the clients.
- Organize clients' files, create quotes, and lodge applications.
- Send important documents to relevant people through email and post.

CLINICAL PLACEMENT ATTENDED

Student Nurse (Clinical Placement)

John Edmondson VC Gardens Aged Care | Austral, NSW

September 18 – 29, 2023 (2 weeks)

SKILLS

- Basic knowledge of personal cares, vital signs and wound management
- Organisation and documentation skills
- Keen attention to detail
- Willing to learn and undergo training that could develop my skills and abilities
- Compassionate and empathetic
- Excellent in written and oral communication
- Has good adaptability skills and can work under pressure
- Excellent in time management and highly values quality among the work being done
- Ability to work with a team

EDUCATION

Tertiary Level:

Bachelor of Nursing

Western Sydney University
Campbelltown, NSW
Present

Diploma in Human Resources Management

Australian Pacific College
Sydney, NSW
January – December 2022

Certificate IV in Human Resources Management

Australian Pacific College

Sydney, NSW

October 2019 – December 2020

Secondary Level: *Science, Technology, Engineering and Mathematics (STEM) strand*

Senior High School

Batangas College of Arts and Sciences, Inc.

Batangas, Philippines

August 2017 – June 2019

Junior High School

The Lipa Grace Academy

Batangas, Philippines

June 2013 – April 2017

TRAININGS/SEMINARS ATTENDED

Responsible Service of Alcohol (RSA Training Course)

Global Institute of Marketing | Australia | 8 February 2023

First Aid Training

Australian Training Institute | Australia | 16 January 2023

PROGRESO 2016 Leadership Training

The Lipa Grace Academy, Inc. | Philippines | May 2016

PERSONAL AFFILIATIONS

Chairperson

Supreme Student Government Commissions on Elections | The Lipa Grace Academy, Inc.
2016 – 2017

Board Member

Supreme Student Government Commissions on Elections | The Lipa Grace Academy, Inc.
2014 – 2016

REFERENCES

Available upon request.

I hereby certify that the above information is true and correct to the best of my knowledge and belief.



Sheen Cleopatra C. Acosta
Applicant