

# Angelica Alontaga

Oran Park NSW 2570

0422061069

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## Professional Summary

Hardworking and caring individual with experience in aged care, disability support, education, sales, and office work. Skilled in providing personal care, supporting clients' daily needs, and helping children in a safe and fun environment. Strong communication and customer service skills. Able to work well with different people and always ready to learn new things

## Personal Information

Through my experience in various roles across aged care, disability support, education, sales, and administration, I have grown into a more adaptable, confident, and reliable individual. I have developed strong communication and teamwork skills, and I am able to adjust easily to different work environments. My ability to stay calm, organised, and respectful under pressure has improved over time. Colleagues often see me as approachable, dedicated, and someone who takes initiative. I am committed to continuous learning and always aim to give my best in every task.

## Objectives

I am a motivated and hardworking individual seeking a role where I can continue to grow and challenge myself. I work well under pressure and always make sure to finish my tasks properly, even in busy or difficult situations. I am looking for opportunities that push me out of my comfort zone and help me become better, not just for myself but also for the benefit of the residents or clients I support. My goal is to make a positive difference by providing quality care and being a reliable part of any team I join.

## Work History

August 2023-PRESENT

**Australis Institute of Technology and Education, Parramatta – Receptionist**

- Greet and direct students, staff, and visitors.
- Answer phone calls and inquiries.
- Schedule appointments and manage meeting rooms.
- Assist with student or staff requests.

January 15, 2024 - March 6, 2025

**Sasa Care, Parramatta – Support Worker**

- Assisted clients with personal care.
- Assisted the clients in doing light domestic chores.

- Accompanied clients to doctor's appointments.
- Assisted clients in meal preparation.
- Helped clients set and achieve their goals.

October 2, 2024- November 29, 2024

### **Baker's Avenue, Blacktown- *Sales person***

- Greet and assist customers.
- Take and process orders.
- Handle payments and give receipts.
- Maintain hygiene and follow safety rules.
- Keep the display clean and stocked.

July 22, 2024-September 4, 2024

### **Marian Residential Care, North Parramatta - *Assistant in Nursing***

- Assist nurses with patient transfers and manual handling.
- Assisted in dressing and grooming of patients.
- Assisted in feeding the clients.
- Assisted patients with showering, bed wash, brushing teeth, and cleaning of dentures.
- Assisted in setting up the table so that residents can have their meals.
- Assisted in making the resident's bed.
- Assisting in encouraging and supporting involvement in social activities, hobbies, or community events for residents.

September 2023-January 2024

### **Camp Australia, NSW- *Educator***

- Ensuring the safety and well-being of children under their care.
- Establishing positive relationships with children, parents, and school staff.
- Providing opportunities for children to engage in outdoor play, which supports physical health and connects them with nature.
- Establishing open lines of communication with parents and guardians, sharing regular updates on their child's progress and well-being.

## **Academic Qualification**

- Certificate in Ageing Support
- Diploma of Community Services (*Currently pursuing*)

## **Certificates and Relevant Training**

- Working With Children Check
- Certificate IV in Ageing Support
- Police Check
- NDISWC (*Willing to obtain*)
- NDIS Quality and Safeguard Commission Certificates

- New worker NDIS Induction Module
- Supporting Effective Communication Module
- Supporting Safe and Enjoyable Meals
- “Quality, Safety and You: NDIS Worker Orientation Module
- HLTAID010 First Aid
- HLTAID010 Provide basic emergency life support
- HLTAID010 Provide cardiopulmonary resuscitation
- NDIS Safe Manual Handling

## References

**Wendy Kimber**

Manager (Marian Residential Care)

**0450421579**

**Barbara Tiongo**

Manager (Sasa Care)

**0424567404**

**Aakriti Sharma**

Manager (Camp Australia)

**0478019760**

**Cynthia**

Admin Manager (Australis Institute of Technology and Education)

**0466599476**