

# Ashley Parker

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## Career Objective

I am looking for a challenging position with the company that will allow me to use and further develop my communication, problem solving, managing, and organising skills to the fullest potential. Currently I am unemployed and am now looking for the opportunity to utilise my superior interpersonal skills to contribute and increase the efficiency of the operations and work that the company performs for their customers.

## Experience

### PERSONAL CARE WORKER | C4U NURSING AGENCY | JAN 22 - CURRENT

- Administering medication to clients.
- Monitoring and communication client condition to the care manager.
- Transportation, house cleaning, personal hygiene and providing meals.
- Assisting people to eat and drink.
- Supporting people with their shopping.

### CARE WORKER | AURRUM PTY LTD | SEP – DEC 21

- Booking and accompanying people to appointments.
- Assisting with personal care such as showering and dressing.
- Assisting people to eat and drink.
- Supporting people with their shopping.

### CARE WORKER | ROYAL FREEMANS BENEVOLENT INSTITUTION | APR 19 – JUL 21

- Helping clients with their immediate needs such as washing, dressing, and maintaining their hygiene.
- Helping clients with basic day-to-day or administrative tasks like paying bills.
- Transporting to appointments and getting groceries.
- Monitoring and communication client condition to the care manager.

### HIGH SCHOOL TEACHER | TOMAREE HIGH SCHOOL | 2012 - 2018

- Responsible for developing students' knowledge and understanding of history as well as the skills they need to succeed in life.

### HIGH SCHOOL TEACHER | NYNGAN HIGH SCHOOL | 2008 - 2012

- Responsible for developing students' knowledge and understanding history as well as the skills they need to succeed in life.

## Key Achievements

- Gained extensive knowledge and understanding in team leadership skills within a team environment.
- Achieved a high level of communication skills.

## **STOCKTAKER/CLEANER | BI-LO, COLES MYER | 2003 - 2006**

- Involved accurately counting stock on the shelves within a specified time.
- Responsible for stock at my allotted bay, and for ensuring that stock is placed on shelves in a tidy presentable manner.

### **Key Achievements**

- Gained a clearer understanding of keeping accurate quantities of stock.
- Achieved a high level of managing and organisational skills.

## **STORE PERSON/CLEANER | R&T FOODS | 2000 - 2001**

- Responsible for placing orders for customers on computer, use of spread sheets for order forms.
- Responsible for loading and unloading trucks to meet deadlines.
- Performed stocktaking duties to ensure that the cool rooms were fully stocked.

### **Key Achievements**

- Managed basic administration duties associated with work processor and spread sheets.
- Ensured that invoice statements were correct.
- The receipt and dispatch of goods.

## **Education & Qualifications**

Bachelor of Psychology   University of Newcastle	2021 - Current
Cert III in Individual Support   Richmor training	2019
Graduate diploma in education (secondary)   University of Newcastle	2007
Bachelor of arts (History)   University of Newcastle	2006
Open Foundation Program   University of Newcastle	2002

## **Skills, Competencies & Transferable Skills Summary**

### **Problem Solving Skills**

- I have excellent problem solving skills that have been refined through my experience at university where I was expected to identify and analyse relevant literature, conduct my own research, and make critical decisions that would affect the outcome of all assessments undertaken in each course. University has developed my awareness of both social and political contexts by seeing issues in a broad context.

### **Managing and Organising Skills**

- I have exceptional managing and organising skills that have been developed through essay writing, whereby I was expected to plan, set realistic timelines, adapt to change, and learn from the whole experience of writing an Academic essay. Apart from this, I can work independently, which has made me self-motivated, and self-disciplined. This has also enabled me to trust my own limitations, and my own judgement.

### **Communication Skills**

- I have excellent communication skills that have been refined through participating in seminars and tutorial discussions during my

### **Handles Pressure**

- Most of my positions have involved completing tasks in a set time frame under pressure before the deadline. This has

time at university, which helped to develop effective speaking. These skills have also been developed while working at R&T Foods Pty Ltd, where one of my many duties included taking customer orders and making sure they were entered into the computer correctly.

involved ensuring that all my assignments were completed in time and solving and problems that may occur. I handle pressure very well and I am systematic and organised in my approach to completing tasks. I am always conscious of deadlines and prioritise my workload to ensure these are met.

## References

Grant Wetig

Publican, Waratah

0454 541 960

Manfred Sonntag

Principle, Chatham High School

0432 292 602