

CHANTELLE WILLIAMS

1/77 AUSTRALIA ST, ST MARYS NSW 2760
PH: 0455 037 055 EMAIL: chantellegwilliams@yahoo.com

Personal Summary

I have excellent communication and organization skills. I am friendly and approachable. I can work efficiently under pressure while meeting deadlines at end of the working day. I carry a solid work ethic and can work well as part of team or independently.

Education

- COVID-19 Infectious Control Certificate (2022)
- Prasoft Medical Computing Course (2017)
- Certificate III in Aged Care – MCC Macquarie Community College (2014)
- Certificate III in Business Administration (Medical) (2012)
- Statement of Attainment in Medical Reception/Medical Terminology (2005)
- Higher School Certificate at Birrong Girls Highschool (2000)

Skills Summary

- Experience in In-Home Age Care tasks such as; Personal Care, Domestic Assistance, Meal Prep, Social Support, In-Home Respite, Medication Prompt & Transport Duties
- Hold a current full drivers licence with own reliable car
- Great communication and interpersonal skills
- Data Entry
- Prepare and process all medical accounts
- Customer service skills (Telephone & Face-to-face)
- Self motivated
- Exceptionally well organised and punctual

Employment History

2022 – Current Wendy's Home Care

Position: Care Service Employee

Duties include:

- Providing in-home care to elderly clients including personal care, domestic assistance, social support, in-home respite, medication prompt, meal preparation and transport to shopping or medical appointments
- Provide emotional support

- 2014 – 2021** Baptist Care
Position: Care Service Employee
Duties include:
- Providing in-home care to elderly clients including personal care, domestic assistance, social support, in-home respite, medication prompt, meal preparation and transport to shopping or medical appointments
 - Provide emotional support
- 2012 – 2013** Liverpool Hospital
Position: Cleaning Assistant
Duties include:
- Cleaning wards on a daily basis
 - Ensuring patients and staff are in a clean and safe environment by following all health and safety regulations
- 2012 – 2008** Full Time Single Mother
- 2006 – 2008** Pitt Street Medical Centre – Merrylands
Position: Medical Receptionist
Duties include:
- Greeting patients at front desk
 - Booking/Rescheduling appointments
 - Filing
 - Cash Handling
 - Customer Service (Telephone and Face-to-face)
- 2005 – 2006** Woolworths Wentworthville
Position: Nightfill
Duties include:
- Packing shelves on night shifts
 - Stocktake
 - On floor customer service
- 2004 – 2005** Saville Park Suites – Chatswood
Position: Room Attendant
Duties include:
- Customer Service and In house Service
 - Cleaning Rooms (Service and Checkout)
- 2002 – 2004** Mercure Grand Hotel – Darling Harbour
Position: House Keeping
Duties include:
- Customer Service and In house Service
 - Cleaning Rooms (Service and Checkout)

Referees

Available upon request