

CURRICULUM VITAE

PERSONAL DETAILS

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CAREERS OBJECTIVE

To secure a challenging position in a reputable organization to expand my leverage, learnings, knowledge, and skills. Secure a responsible career opportunity to fully utilize my training and skills, where I can make the best of my potential while making a significant contribution to the success of the company or organization.

Education

Tertiary Education Qualifications

- *CHC43015 Certificate IV In Ageing support*

Masters In Education

- *TAE40122 Certificate IV In Training and Assessment*

Fiji National University

- *Bachelor of Science in Agriculture*
- *Graduate Certificate in Education*
- *Certificate Of Induction (Fiji Teachers Registration Authority)*
- *Certificate In Cyber Security*

Acknowledgment Education (Scott College) (2022-2026)

- *Diploma in community services and age care*
- *Bachelor in community services and disability*

Australia College of Nursing (2022)

- *First AID and CRP training certificate*
- *Certificate in Infection Control*
- *Certificate in Manual Handling*
- *'Quality, Safety and You' - NDIS Worker Orientation Module*
- *Supporting Effective Communication Module*

NSW Government (Health Education & Training Institute) Certificates

- Fire Safety and Evacuation
- Annual Medication Competency Refresher Training for Care Staff
- Diabetes Management in Client Care
- PRN Psychotropic use in Client Care
- Promoting Acceptable behavior in Workplace
- Child Wellbeing and Child Protection
- Respecting the Difference
- Infection Prevention and Control Principles (for Clinical & Nonclinical staff)
- Work Health and Safety and hazardous manual tasks
- Waste Management
- Incontinence in Client Care
- UTI Prevention & Management
- Sleep and Hypnotics in Client Care
- Pain Management in Client Care

Salvation Army (2022)

- *Medication training*
- *Fire training*

Checks:

- *Valid NDIS Check*
- *Working with Children Check*
- *First Aid Certificate*
- *Police Check*

- *COVID and Flu Vaccination Certificate*

WORK EXPERIENCE

HARDI AGED CARE (2024)(Summer Hill)

○ LIFESTYLE OFFICER

- Develop and implement specialized activity programs and social activities to promote the psychological, social and physical wellbeing of our residents.
- Create a monthly calendar & schedule of activities for our Resident
- Complete general ad-hoc duties delegated to you by the Facility Management Team and provide support to the Residents in their absence.
- Prepare the care plan, field trips and also bus trips
- Developing and Implementing Activity Programs**: Create and organize a diverse range of recreational, social, and cultural activities tailored to meet the physical, emotional, and cognitive needs of elderly residents. These programs should promote social interaction, mental stimulation, and physical well-being.
- Individualized Care Plan: Collaborate with other care team members to assess residents' interests, preferences, and abilities. Develop individualized care plans that focus on personalized activities to enhance each resident's quality of life and overall well-being.
- Coordination and Scheduling: Manage the scheduling and coordination of daily activities, outings, entertainment programs, and special events. Ensure that activities are delivered according to the care plans and residents' preferences.
- Community Engagement- Foster relationships with local community groups, volunteers, and external organizations to provide opportunities for residents to participate in intergenerational activities, cultural events, and outings that promote social inclusion and belonging.
- Documentation and Evaluation: Maintain accurate records of residents' participation in activities and progress towards their goals. Continuously evaluate the effectiveness of activity programs, seeking feedback from residents, families, and staff to make improvements as needed.
- Training and Support: Provide training and support to care staff and volunteers on best practices for engaging with residents through activities. Encourage teamwork and collaboration to create a positive and enriching environment for residents.
- Health and Safety Compliance: Ensure that all activities comply with health and safety regulations and industry standards. Conduct risk assessments, implement

safety measures, and monitor residents' well-being during activities to prevent accidents or injuries.

Multicultural Disability Advocacy Association (Assisting Project Officer & Advocates)

Placement 2023

○ Assisting project officer

- Organizing volunteers to different Residential Aged Care Facilities (RACFs)
- Liaise with RACFs for new volunteers to get inducted and submit all necessary documents needed.
- call RACFs within the scope of our ACVVS which is the western Sydney, southwestern, Sydney and Wollongong
- need to find more volunteers to cater for all the recipients.
- Any issues with volunteers and the RACFs the project officer will sort it out.
- built good rapport to RACFs and our organization.
- Approached customers and engaged in conversation through use of effective interpersonal and people skills.
- Maintained open communication with team members and stakeholders, resulting in successful project outcomes.

○ Assisting Advocates

- providing free individual advocacy support services to people with disabilities.
- talking to organizations/filling legal forms on behalf the client such as center link application
- Delivered one-to-one sessions focused on developing communication skills, problem solving techniques, self-confidence building.
- Conducted risk assessments on behalf of service users who were deemed at risk of harm or exploitation.
- Assisted and advocated for clients obtaining financial resources and government entitlements.
- organizing workshop with disability clients to other services and agencies to ensure that Government can protect the rights of all its citizens and to have their voice

heard in matters that affect them and helping clients to understand their rights and resolve problems.

- Gathering information on behalf of others.
- Maintaining close contact with clients and service providers to monitor client progress.
- Developing action plans, compiling case records, and creating reports

Gummun Place Hostel (AIN & ACTIVITY OFFICER) (Merriwa NSW)

2023-2024

○ Assist In Nursing (AIN)

- Personal hygiene: bathing and showering, dressing, and changing clothes, oral hygiene, shaving, toileting and assisting with continence aids.
- Provided emotional and practical support to vulnerable adults.
- Administered medication according to company guidelines whilst monitoring its effectiveness.
- Reported any incidents or accidents in accordance with company policy and procedure.
- monitoring and documenting bowel movement and pain chat
- The resident's client's mobility, by assisting with walking, use of wheelchairs and other aids and transfers.
- Attended regular reviews of service user's care plans to ensure the best outcomes for everyone.
- Supports and assists residents with food and fluids as required.

○ ACTIVITY OFFICER

- Plan activity roaster for the whole week assigning different type of activities for each day during the week.
- Arranging concert, bus outing, dog, and music therapy.
- Conducting morning exercise therapy every day.
- Encouraged service users to participate in social activities that promoted their physical health and mental wellbeing such as gardening, sing along, birthday celebration in festive cultural celebration such as Christmas Day

- conduct session bingo since resident likes to play bingo.
- Having happy hour every evening
- Visiting resident having chat with them
- Gathering residents to do colouring and crochet.
- Assigning movie for their weekend movie nights.
- Doing pedicure and manicure.
- Carrying out baking activity with the residents like baking cakes, muffins.

All About Caring (support worker)
2023-2024

- Care for people and families during periods of illness or recovery.
- Provide bedside and personal care to clients and help them move, bathe, groom and get dressed and undressed.
- Helped clients develop independent living skills, such as budgeting, cooking and cleaning.
- administering medication temperature checks
- taking them out for appointments, cafes, restaurant, shopping malls, swimming classes, and bowling
- Managed challenging behaviors from clients in a calm manner by utilizing deescalation techniques.
- Maintained and developed community relationships to support various client referrals.
- Reported any incidents or accidents in accordance with company policy and procedure.
- Lifted, moved and adjusted clients to ambulate individuals for diverse needs.
- Drove and accompanied clients to appointments, shopping and special events for safety and companionship.

Advantage Care (AIN)

2023-2024

- Personal hygiene, grooming, manicuring and oral hygiene.
- Continence management

- Communicates with all residents effectively.
- including the maintenance and the fitting of hearing aids and glasses as required.
- Assisting those residents'/clients with
- challenging behaviors, by participation in the development and implementation of an individually designed management plan.
- The resident's client's mobility, by assisting with walking, use of wheelchairs and other aids and transfers.
- Supports and assists residents with food and fluids as required.
- Maximizes the residents'/clients physical.
- function by assisting with rehabilitative treatment such as physiotherapy exercises.
- Assists the nursing staff with treatments.

The Salvation Army (AIN) 2022-2023:

- Providing clients with help they require to accomplish daily tasks, including bathing, eating, dressing, grooming, and using the bathroom.
- Ensuring all clients take their prescribed medications.
- Maintained accurate records of client progress using computer systems or paper files in line with data protection regulations.
- Building relationships with clients by creating personal connections and taking an interest in their live
- Manual handling: transferring from bed to chair, assisting in and out of vehicles.
- Housekeeping: cooking and preparing meals, assisting with eating, vacuuming, and mopping, dusting, laundry, making beds, tidying closets, and washing up.
- Personal hygiene: bathing and showering, dressing, and changing clothes, oral hygiene, shaving, toileting and assisting with continence aids.

Manaia Assist (NDIS Ageing & Disability Assist)

2023

- personal assistance with client's mobility, eating and drinking, personal hygiene, administration of medicines, appointment attendance, fitness, and general domestic tasks.
- Assisting people to perform important daily activities.
- Accompanied clients to medical appointments and assisted them with their daily needs.

- Facilitating daily personal hygiene and dressing tasks
- Performing home based tasks such as food preparation and housework
- Undertaking tasks outside the home such as shopping
- Ensuring a varied program of social activities
- Providing emotional support and friendship

Ministry Of Agriculture (Laboratory Technician)
2019-2021

Worked at the Ministry of Agriculture as a laboratory technician (Fiji Agricultural Chemistry Laboratory at Koronivia Research Station.)

○ **Soil Lab**

Analysis on soil: testing on moisture factor in soil, pH, electrical conductivity, determination of the organic matter of soil, water holding capacity test, bulk density of soil, carbon, nitrogen, phosphorous. Use of excel for data entry.

○ **Food lab**

Analysis on food and water: testing of moisture factor, pH, acidity, protein digestion, traces and bases, brix, salt, crude ash, total dissolved solids & Total solvent solids, cold-water extraction and etc.

○ **Plant and Feed lab**

Analysis on plant: testing of moisture, crude ash, protein digestion, traces and bases, Ca, Mg, Na, Fe, Mn, Zn, & Cu, acidity, Fat, Nitrogen and MRI test.

LEADERSHIP HONORS

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|----------------------------------|-----------|
| • Class Prefect (Year 6) | 2009 |
| • Senior School Prefect (Year 8) | 2011 |
| • Form Prefect (Year 9-12) | 2012-2015 |
| • Senior Prefect (Year 13) | 2016 |

SPECIAL ACHIEVEMENTS

- Bachelor's Degree Science In Agriculture
- Certificate in Cyber Security Fundamentals and Advanced Cyber Security
- Graduate Certificate In Education
- Certificate Of (FTRA) Induction (Fiji Teachers Registration Authority)
- First AID and CRP training certificate
- IELTS Certificate
- Special certificate award in year 6
- Certificate of distinction in year 9 Fiji Mathematics Association.
- Certificate of distinction in year 10 Fiji Mathematics Association.
- Certificate of distinction in year 11 Chemistry quiz
- Certificate of distinction in year 12 Chemistry quiz
- Certificate of distinction in year 13 Biology quiz
- Certificate of over roll year 13 highest in Agriculture science
- Full Driver's License

RELEVANT SKILLS

a. Communication Skills

- ✚ Good command of oral and written English
- ✚ Assisting in building better team relationship
- ✚ Strong skill in helping others with problem solving in study situations.
- ✚ Computer literate
- ✚ Have the ability to do public speaking
- ✚ Able to provide accurate information verbally.
- ✚ Good knowledge of many modern communication tools and technology
- ✚ Good knowledge of current affairs for greater awareness while communication

b. Organization skills

- ✦ Reliable and dedicated.
- ✦ Experienced and confident
- ✦ Attentiveness
- ✦ Good decision maker
- ✦ Sense of humour
- ✦ Strong attention to details
- ✦ Good cramming capacity to remember n visualize things told
- ✦ Can work in flexible hours
- ✦ Demonstrated organizational skills with ability to work under deadlines
- ✦ Able to analyze and solve complex problem
- ✦ the ability to understand and follow policies and procedures.
- ✦ good writing skills to fill in care and support plans.

c. Numeracy Skills

- ✦ Understanding Mathematical principals
- ✦ Accurate with numbers (e.g. while dealing with weight fluid intake)
- ✦ Interest in solving Mathematical Problems

d. Interactive/People Skills

- ✦ Friendly warm manner
- ✦ Sensitivity, caring and understanding.
- ✦ Respect, empathy, patience, kindness
- ✦ A positive and encouraging attitude
- ✦ Observant, Patience
- ✦ Ability to work in a multicultural, inclusive and equitable environment
- ✦ Able to work and prepare reports on time
- ✦ Good leadership skills
- ✦ Excellent time management ✦ organizational skills.
- ✦ good listening and communication skills.

HOBBIES

- ✚ Socializing with people
- ✚ Baking/cooking
- ✚ Exploring new places
- ✚ Swimming
- ✚ painting, crafts,
- ✚ enjoying music
- ✚ Hiking, reading, gardening.
- ✚ Conducting science experiments
- ✚ Surfing the internet
- ✚ Watching documentary

Referees Supplied when requested.