

Carrie Zhang

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Qualifications

General English, Kingsway Institute, Sydney

1/2/2019 – 10/2/2020

First Aid Certificate, City East Community College

Mar 2022

Skills

- An interest in helping other people, regardless of their condition.
- The ability to communicate clearly and sensitively when talking to people and their families.
- Good listening skills.
- Great problem-solving skills and the ability to adapt and act accordingly to situations.

Relevant Experience

Support Worker @ **Alpha Omega Management Consulting**, Sydney

21 Mar 2022 - Current

Job Responsibilities:

- Assist with the daily care of clients
- Perform housekeeping duties including cleaning, food preparation and shopping.
- Monitor or administer some medication.
- Train clients to care for themselves and educate family members.
- Perform administrative duties such as always clocking in/out after each shift, making incident reports, and entering shift notes on the rostering app.
- Participate in case reviews to determine the needs and wellbeing of the client.
- Improve wellbeing and independence of clients.
- Follow company policy and procedures to meet the relevant legislation compliance requirements.
- Attend relevant training or company meetings when required.

Waitress @ **Koshigaya Kitchen**, Sydney

Jan 2022 – Apr 2022

Job Responsibilities:

- Followed proper handling and sanitation procedures to comply with food safety standards and protocols.
- Maintained clean, trash-free workspaces to maximize productivity and safety.
- Inspected equipment, refrigerators and warming lamps to check compliance with safe operating levels.
- Compiled recipe ingredients and prepared for cooks by washing, cutting or measuring food items.
- Made food according to standard recipes with requested changes for customer satisfaction.
- Circulated kitchen area to receive work assignments and identify support tasks.

- Plated hot meals and salads in aesthetically pleasing arrangements.
- Chopped vegetables, cut up fruit and prepared sauces when kitchen staff was busy.
- Adhered to procedures in preparing food items.

Teacher @ **Hefei Disabled Children Association**, Anhui China

Apr 2015 – Jul 2016

Job Responsibilities:

- Assess students' abilities and craft teaching plans
- Adapt learning materials to students' needs
- Keep track of and reflect on students' progress
- Monitor children's behavioral patterns and arrange appropriate interventions if needed
- Find engaging activities to teach skills (e.g. drawing and theater drama)
- Manage classroom crises and resolve conflict
- Prepare students for transition to the next grade
- Inform parents about their children's performance and potential problems
- Coach/mentor other professionals who work with children with disabilities
- Collaborate with the support staff (e.g. school counselors and speech therapists) to create holistic intervention plans

Volunteer @ **Guanghua Nursing Home**, Anhui China

Aug 2016 – Nov 2016

- Support the work of nursing home