

Resume

Anna Russell
0431 330 396
arussell1971@hotmail.com

Personal Attributes

Personality: Courteous, ambitious and thrive on achieving results. Enjoy undertaking challenging situations and coming out on top. I enjoy being able to assist people and take a lot of pride in my appearance. I am a perfectionist who always strives to achieve the highest standard in any task I undertake.

Leadership: Prepared to accept responsibilities whenever handed the opportunity. I have undertaken many leadership roles in employment.

Integrity: I have a commitment to ensure that as an employee, utmost integrity is always held in order to enhance and uphold my image and reputation along with my employers.

Communication: Pride myself on the ability to communicate clearly and concisely.

Education

2020 Certificate of Registration Assistant Agent - Real Estate
2020 Certificate 1V in Property Services Real Estate
2018 Statement of Attainment- Provide CPR
2018 Statement of Attainment- Provide basic emergency life support
2018 Statement of Attainment- Provide first aid
2018 Statement of Participation - Sign Language 1
2016 Certificate of Achievement- Bullying awareness for workers
2016 Certificate of Achievement- Slips Trips Fall awareness training for the disability sector
2016 Certificate of Achievement- Impairment in the disability sector
2016 Certificate of Achievement- Infection control for disability support workers
2016 Certificate of Achievement- Food safety for disability support workers
2016 Certificate of Achievement- Medication management
2016 Certificate of Achievement- Risk management
2016 Certificate of Completion - Motorised wheelchair training
2011 Certificate 111 in Aged Care
2008 MFAA - Anti Money Laundering / CTF
2005 MFAA - Initial Compliance Pack UCCC
2005 Certificate 1V in Financial Services - Accredited Mortgage Consultant
1988 Certificate Year 10 - Ingleburn High School

Employment History

January 2023 - February 2024 Australian Unity

In this position I was employed as a Personal Care and Domestic Worker in Temora.

July 2013 - May 2019 Myrtle Cottage Group

In this position I was currently employed as a Program Assistant in the Diversional Therapy Program. Daily duties involve assisting in presenting & organising the program including in daily activities according to individual care plans. Assist & Co supervise planned outings including volunteers & work experience students. Assist in the provision of meals to the frail aged and young people with disabilities. Provide personal assistance when required. September 2018 relieving as ageing & disability coordinator

February 2012 - January 2013 Stanhope

Personal Care Assistant assisting aged care clients with their daily activities of daily living which includes showering, dressing, grooming, preparing meals, transportation and respite care.

February 2005 - April 2010 eMOCA real estate com Home Loans(Loan Market)

Accredited Mortgage Consultant assisting clients with their home loan requirements. I had access to a wide range of lenders and their products which I utilised to make an accurate assessment of all costs involved and worked out their full borrowing capacity. I prepared all the paperwork and lodged the applications which I followed through to settlement .

June 2003 - May 2004 Commonwealth Bank

In this position was employed as a Temporary Relief Bank Teller in South West Sydney . Provided daily teller transactions , cash handling , customer enquiries and general customer service .

March 2000 - April 2001 National Australia Bank

In this position was employed as a Casual Bank Teller in South West Sydney . Provided daily teller transactions , cash handling & customer service .

August 1993 - October 1997 QBE Insurance

In this position I was employed as an Accounts Clerk processing & validating all CTP Greenslips. I was in charge of all accounts payable & receivable

References : Australian Unity

Megan Dodd & Tracy Collins 1300 296 835