

Resume

Contact Details

Name: Tiffany Justice-Crameri
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Career Objectives

Summary: I would like a position working within the Aged Care Sector where my skills can be utilised to help the residents with their daily activities.

Skill Summary

Non-Technical Skills: I have great organisational skills to enable prioritising of the most important tasks. I have very good attention to detail.

Technical Skills: Assist residents with daily routines such as showering, toileting and feeding.
Change bedding and ensure bins are emptied in the residents rooms.
Assist residents with movement around the facility.
Understanding Safe Work Practices for lifting & moving residents without causing injuries.
Listening to residents to ensure they are in good mental health. Using lifter to transport residents and Sarah Steadies to move residents I recently obtained my cert 3 (CHC33015)

Personal Qualities: I am friendly, approachable, honest, caring, non-judgemental and reliable.
I am self-motivated, focussed and committed.
I can work effectively autonomously or within a team environment.
I love to learn new tasks and take on the challenge of finding better ways to do things.

Language: English

Interests: Spending time with my family and friends, watching crime dramas, window shopping and looking at new things.

Employment History

RSL LifeCare Ron Middleton VC Gardens

Start Date: March 2021
End Date: Current
Position: Assistant in Nursing: Aged Care

Responsibilities: My responsibilities are to ensure a safe environment for the residents and helping them to achieve daily tasks.

Tasks: Showing, toileting, feeding, shaving the male residents, helping them retire for the evening, escorting residents around the facility, assisting residents in group activities, understanding individual needs and abilities, providing moral support and experience in working with dementia residents.

Fitzgerald Aged Care

Start Date: April 2019
End Date: February 2021
Position: Assistant in Nursing: Aged Care

Responsibilities: My responsibilities are to ensure a safe environment for the residents and helping them to achieve daily tasks.

Tasks: Showing, toileting, feeding, shaving the male residents, helping them retire for the evening, escorting residents around the facility, assisting residents in group activities, understanding individual needs and abilities, providing moral support and experience in working with dementia residents.

AIN Tasks: Whilst working at Fitzgerald Aged Care, I was offered the opportunity to obtain a certificate 3 in AIN. During my training, I assisted with the following tasks: showering, toileting, dressing, assisting with helping residents to meals, changing bedding, feeding residents, assisting with nightly duties to help residents get ready for bed.

I feel privileged to be able to assist those not able to assist themselves. I enjoy connecting with people and I feel that I have found the best position for me.

Fitzgerald Aged Care

Start Date: May 2018
End Date: April 2019
Position: Cleaning & Kitchen Hand

Responsibilities: My responsibilities were to ensure a clean and safe environment was maintained at all times.

Tasks: Mopping floors, vacuuming, cleaning residents rooms, toilets, laundry services, assisting with food preparation, cleaning of kitchens after meals.

Busways

Start Date: September 2017
End Date: March 2018
Position: Bus & Office Cleaner
Responsibilities: My responsibilities were to work within a team and on my own to maintain a clean standard on all buses in the depot.

Tasks: Cleaning the inside of all buses
Cleaning administration areas and common areas within the main building.

Riverside Oaks Golf Resort

Start Date: October 2016
End Date: Current
Position: Housekeeping
Responsibilities: My current responsibilities are to work with other housekeepers in the cleaning and preparation of guest rooms & common areas.

Tasks: Remove used linen, towels and garbage from guest rooms
Make the bed using industry standard methods
Clean ensuites and provide fresh towels, soaps and toiletries
Restock the mini bar and provide details to hotel management of any items taken
Dusting of all surfaces
Vacuum and mop guest rooms
Remove any rubbish, dust, vacuum and mop all common areas

The Hills Clinic

Start Date: March 2014
End Date: December 2014
Position: Kitchen Hand
Responsibilities: My responsibilities were to provide support in all areas to the kitchen chef.

Tasks: Washing of dishes and utensils
Handle and distribute food to patients
Clean the food preparation areas
Rotation of all food stocks
Adhere to WHS policies by preparing different foods separately and ensuring all areas were safe.

Education/Qualifications

Institution:	ARC Training
Qualifications:	Certificate 3 Aged Care
Year Completed:	2019
Institution:	Maxis Solutions
Qualifications:	Certificate 2 Customer Service
Year Completed:	2005
Institution:	WSTEC Inc
Qualifications:	Certificate 2 in General Education for Adults
Year Completed:	2005
Institution:	TAFE (Richmond)
Qualifications:	Statement of Attainment - Work Opportunities for Women
Year Completed:	2004
Institution:	Tafe (Werrington)
Qualifications:	Senior First Aid Certificate
Year Completed:	2004
Institution:	Tafe (Werrington)
Qualifications:	Responsible Conduct of Gambling
Year Completed:	2003
Institution:	Tafe (Werrington)
Qualifications:	Responsible Service of Alcohol
Year Completed:	2003
Institution:	WorkCover
Qualifications:	Occupational Health and Safety Accredited Course
Year Completed:	1995
Institution:	TAFE (Werrington)
Qualifications:	Certificate in Medical Receptionist
Year Completed:	1995
Institution:	Skillshare Mt Druitt (Mission Employment)
Qualifications:	Touch typing and Office Skills. This course mainly taught touch-typing skills, filing and telephone answering skills.
Year Completed:	1990

References

Personal:

Samantha Edwards	0400 948 789
Wesley Mitchell	02 9628 5091
John Hooten	Written Reference
Glenn Smith	Written Reference
Timothy Taylor	Written Reference

Professional and Educational:

Kate Astle - Mission Employment	Written Reference
Erin O'Connor - Loxley on Bellbird Hill	Written Reference