

DOLLY BUTTURINI

- SKILLS & ABILITIES**
- Punctual, energetic, enthusiastic and motivated, persistent and a quick learner. Accurate as possible in all I do.
 - Well presented.
 - Able to work with others in a team.
 - Follow instructions or takes charge if needed.
 - An honest and hardworking employee.
 - Good at Customer Service.
 - I speak Spanish.

**PROFESSIONAL
EXPERIENCE**

KINDER CARING & RIGHT AT HOME

July 2021 to date

Support Worker Casual till now.

Private Carer

Dec. 2019 - August 2020

Helping client in general ADL, Shower, Dressing, Breakfast, Medication, Respite, Moral support, Palliative Care

CARER HOME & COMMUNITY, AUSTRALIA HEALTH CALL

March 2016 - February 2018

Community worker in aged care. Support to clients in a range of areas:

- Transport to appointments and shopping
- Meal preparation
- Light housekeeping
- Personal hygiene including grooming, showering, bathing, dressing
- Participation in community-based activities
- Assist with personal mobility and physio exercises

CARER HOME & COMMUNITY, KOPWA

October 2016 - April 2017

Community worker in age care. Support to clients in a range of areas:

- Transport to shopping and appointments
 - Meal preparation
 - Light housekeeping activities
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- Personal hygiene including grooming, showering, dressing
- Participation in community-based activities
- Assist with personal mobility and exercises
- Provide social and emotional support to clients whilst encouraging independence

RETAIL ASSISTANT CLOTHING, MEREDITH & MOORE

March 2015 - January 2016

Shop administration services. Sales duties, developing visual merchandise displays, opening/closing the store, financial closure of the daily takings, Customer Service.

MARKETING AGENT, NSW TRANSPORT AUTHORITY

July 2014 - January 2015

Working in a marketing position to roll out the OPAL Card. The position required providing information on the OPAL card to potential customers at the Gordon train station, handing out information, answering questions and selling the card.

RETAIL ASSISTANT COSMETICS, MYER - ELIZABETH ARDEN

February 2013 - August 2013

Sales assistant for cosmetics. Responsible for selling the full range of Elizabeth Arden products to clients. Duties included:

- Product sales & demonstration & promoting (Features & Benefits)
- Arranging Stock making sure display is presentable according to a planogram.
- Managing Stock levels
- Contacting Customers to inform about new products / special events.
- Making sure the counter looks organized and clean.
- Advising clients on what products are suitable for their needs.
- Applying make-up on customers, matching foundation.

COMMUNITY WORKER, CATHOLIC HEALTH CARE

April 2011 - April 2012

Support to clients in a range of areas:

- Transport to shopping and appointments
- Meal preparation
- Light housekeeping activities
- Personal hygiene including grooming, showering, bathing, dressing
- Participation in community-based activities
- Assist with personal mobility and exercises

Provide social and emotional support to clients whilst encouraging independence

EDUCATION **TAFE –NORTH SYDNEY –CERTIFICATE III IN HOME & COMMUNITY**
JUNE -2017

TAFE –NORTH SYDNEY –COMPLETED CERTIFICATE III - MAKE-UP, SKIN CARE & RETAIL

TAFE NORTH SYDNEY –FIRST AID CERTIFICATE

TAFE –HORNSBY NSW –CERTIFICATE II IN COMPUTER APPLICATIONS FOR THE OFFICE

Computer skills in XP//Word 2007, Excel, access to Internet, Appointments, writing skills for work, electronic commerce, e-mail, OHS procedures, business equipment, touch typing, business technology, schedules, word processing and spreadsheets.

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- STRENGTHS**
- I enjoy working with the elderly to improve their quality of life. I have completed a **Certificate III in Home & Individual Support** at Tafe St Leonards Campus, June 2017
 - I have been fortunate to have some part time positions in retail and learnt about customer service, sales and meeting sales targets. I have always enjoyed fashion clothes, cosmetics & jewellery.
 - I have completed **Certificate III - Make-up, Skin Care & Retail** at Tafe in North Sydney. I enjoy applying the skill learnt on this course to my aged care patients when the opportunity arises
 - TAFE training to upgrade computer skills in PowerPoint, Word, Excel etc.
 - Fast and accurate typing is one of my key strengths.
 - Polite and professional phone manner.

REFEREES

Deborah Griffin
Kinder Caring
1300796675

Patricia Crucciani
0450499163
Private client

Cheryl Buckingham
Meredith & Moore
0433606358