



# JEAN TANYA ESPAYOS

ASSISTANT IN NURSING

## Profile

Dedicated and compassionate Nursing Assistant with experience in placement, residential, and home care, focused on delivering attentive and empathetic patient care. Committed to fostering supportive relationships with patients and families while contributing effectively to multidisciplinary healthcare teams to improve patient outcomes.

## EXPERIENCE

### VOLUNTEER MEMBER

Police & Community Youth Clubs, Mount Druitt

**May 2024 - Present**

- Assist in planning and implementing community programs while fostering positive relationships with participants and ensuring a welcoming environment.
- Support staff with administrative tasks, event coordination, and resource management, while maintaining compliance with safety standards.
- Actively engage in learning opportunities and collaborate with team members and community partners to achieve shared goals.

### PERMANENT PART-TIME, ASSISTANT IN NURSING

Opal Healthcare, Marsden Park Care Community

**May 2024 - Present**

- Maintain professional knowledge through mandatory training and collaborate effectively as a member of the clinical care team.
- Provide high-quality services to help residents achieve independence while respecting their individual preferences.
- Report changes in health status to the Registered Nurse and ensure a clean, safe, and secure environment for residents.

 0456-647-897

 jtbespayos@gmail.com

 Marsden Park, NSW 2765

## EDUCATION

### CERTIFICATE III IN INDIVIDUAL SUPPORT

KCA Education, Sydney campus

**April 2023 - December 2023**

### CERTIFICATE IV IN AGEING SUPPORT

KCA Education, Sydney campus

**February 2024 - April 2024**

### DIPLOMA OF COMMUNITY SERVICES

KCA Education, Sydney campus

**May 2024 - Present**

## SKILLS

- Negotiation
- Communication
- Tech Savvy
- Reliability
- Time-management
- Active Listening
- Adaptability
- Resourcefulness
- People-Center
- Customer Service
- Analytical
- Critical Thinking



# JEAN TANYA ESPAYOS

## ASSISTANT IN NURSING

### EXPERIENCE (CONTINUED)

#### CASUAL, CARER

Anglicare, Farrer Brown, Court

**September 2023 - Present**

- Support residents in maintaining dignity by addressing their unique physical and emotional needs.
- Assist with daily activities such as showering, dressing, and eating.
- Uphold care standards by following procedures and contributing to care plans through accurate documentation.

#### CASUAL, ASSISTANT IN NURSING

Thompson Healthcare, Dural House

**August 2023 - September 2024**

- Assist residents with daily living activities, hygiene, mobility, and nutrition, respecting their individual preferences and cultural identities.
- Commit to ongoing professional development to stay updated on changes in the aged care industry and uphold standards of care.
- Ensure residents' privacy, dignity, and rights are respected while providing quality, compassionate care in line with their consumer care plans.

#### STUDENT WORK PLACEMENT FOR CERTIFICATE IV IN AGEING SUPPORT

Anglicare, Farrer Brown, Court

**Feb 9, 2024 - March 8, 2024**

- Assist residents with Activities of Daily Living (ADLs) and support mobility needs, while monitoring their health status and reporting any concerns.
- Help with meal preparation and feeding, ensuring proper nutrition and hydration, while providing compassionate care and emotional support.
- Maintain a safe, clean environment by following infection control protocols and adhering to regulations and ethical standards in aged care practice.

#### STUDENT WORK PLACEMENT FOR CERTIFICATE III IN INDIVIDUAL SUPPORT

Thompson Healthcare, Dural House

**July 24, 2023 - August 25, 2023**

- Apply school-taught learning practices and uphold "duty of care" as a regular employee.
- Provide assistance to residents during meal times and develop an understanding of skills for community and residential work.
- Build confidence and enhance strong communication skills in a practical setting.



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## HOME – BASED EXPERIENCE

### PERSONAL CARER

San Jose del Monte, Bulacan, Philippines

**2015 - 2021**

- My father suffered from stroke on January 2015 and just a few months after, my mother was then diagnosed with an ovarian cancer. After my father was being discharged from the hospital, I am helping out my mother in taking care of my father. During those months as a college student, I take time to take care of my parents by giving them their doctor's prescribed medicines. When one of them was being admitted to the hospital, I am their guardian to assist them in their meals, providing an over-all support, and always making sure that they are comfortable. After my mother passed away last February 2018, my siblings and I work together to make sure our father was fully-taken care of by us. On September 2021, my father passed away due to stroke. Since those incident, I became more determined to pursue a career in healthcare.

### LEGAL VIRTUAL ASSISTANT

The Law Office of Carlissa Shaw

**January 2023 - September 2023**

- Drafting legal documents.
- Managing Case Management System.
- Calendar Management

### LEGAL VIRTUAL ASSISTANT

Pineapple Virtual Hub

**January 2023 - March 2023**

- My client is a Tennessee-based law firm focusing on Criminal Defense.
- My main tasks are drafting legal documents, updating Case
- Management System and Administrative Office Courts website, and phone reception.

### LEGAL VIRTUAL ASSISTANT

Pineapple Virtual Hub

**May 2021 - November 2021**

- Texas Homes REI specialize in buying distressed properties (multi-family, commercial, retail, single family, bank REO's, sellers who need to sell fast)... and working with property sellers who just can't sell the traditional route through a real estate agent.
- As a part-time admin assistant, it is my job to do the clerical and admin stuffs such as sending daily and weekly email campaigns, sending updates to my colleagues about their active and overdue tasks related to Podio, and basic data entry.



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## LICENSES & CERTIFICATIONS

- WWCC
- Police Check
- PH Driver License
- NDIS Worker Orientation Certificate
- First-Aid & CPR
- NDIS Worker Check
- Certificate III in Individual Support
- Certificate IV in Ageing Support

## PROFESSIONAL REFERENCES

### **Eva Maher**

Manager / Trainor, KCA Education  
0408-472-948  
evamaheresd@gmail.com

### **Anne Bradbury**

Trainor, KCA Education  
0414-395-054  
anne.bradbury@kca.edu.au

### **Pearl Amado**

Residential Manager, Anglicare Farrer  
Brown Court  
Pearl.Amado@anglicare.org.au

### **Loreto Cuaresma**

General Manager, Marsden Park Care  
Community - Opal Healthcare  
loreto.cuaresma@opalhealthcare.com.au