

JEAN TANYA ESPAYOS

ASSISTANT IN NURSING

0456-647-897

| jtbespayos@gmail.com

| Marsden Park, NSW 2765

PROFESSIONAL SUMMARY

Jean is an international dedicated aged care student who is friendly, adaptable, collaborative, compassionate, and responsible individual with strong commitment to provide quality aged care so that elderly can live with maximum dignity, comfort, and independence while enjoying the things they love as well. She is striving to be successful while providing a quality "duty of care" to the elderly.

EXPERIENCE

Student Work Placement

July 24, 2023 - August 25, 2023

Thompson Health Care, Dural House

- Apply the learning practices learned in school.
- Practice "duty of care" like a regular employee.
- Providing assistance to each residents every meal time.
- Gain an understanding of skills and attributes for community and residential-based work.
- Build confidence and strong communication skills.

Personal Carer

2015-2021

San Jose del Monte, Bulacan, Philippines

- 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.

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EXPERIENCE (CONTINUED)

Legal Virtual Assistant

January 2023 - Present

Law Offices of Carla Shaw, Esquire

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

Comfort Home Care

June 2023 - July 2023

Home Support Worker

- The assistance I am providing to my client is keeping their bedroom and bathroom clean and sanitized.

Administrative Assistant I

September 2018 - March 2023

Public Attorney's Office, Central Office

- Answering phone calls.
- File management of physical and virtual files related to budget section.
- Preparing necessary attachments for terminal leave benefits application of PAO retirees.
- Issuing a Certificate of Contribution in Philhealth as per employee's request.
- Regularly updating the monitoring tool.
- Providing legal assistance through phone call and walk-ins every now and then.

Contract of Service - Data Encoder

August 2017 - August 2018

Public Attorney's Office, Central Office

- Answering phone calls.
- Drafting transmittal letters for important reports.

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SKILLS

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

EDUCATION

Certificate III in Individual Support

KCA Education, Sydney Campus

April 2023 - Present

Course units taken are:

- Follow work practices for direct client care
- Recognise healthy body systems
- Meet personal support needs
- Provide support to people living with dementia
- Providing First-Aid

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LICENSES / CERTIFICATIONS

WWCC

Police Check

PH Driver License

NDIS Worker Orientation

First-Aid & CPR

REFERENCES

Eva Maher

Manager / Trainor

0408-472-948

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Bianca Abela

Church Youth Officer

0432-698-194

Aisha Yassine

Customer Care Manager

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Jonathan Serrano

Church Youth Officer

0408-472-948

Dir.II Alma Latosa

Director II, FPMS

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