

KIMBERLY DINE

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I am 31 years of age and currently employed at Subway Mount Annan.

I am currently looking at expanding my skills and knowledge and looking to move out of the food industry.

I have always worked within a group of people, and therefore see myself as a people person.

I have a strong willingness to work and learn new things.

EXPERIENCE

Subway Mount Annan October 2014 – Present

- Store Manager from 2016 of Green Valley and Mount Annan
- Customer Service
- Money Handling
- Preparing Customer Orders
- Cleaning of store
- Closing store of a night and opening of a morning
- Interviewing new staff
- Training new staff and staff on new products
- Handling customer complaints
- Banking
- Rosters
- Inventory
- Ordering of all products

Durham Green- Nursing Home 2015-2016

- Waking residents and assisting with all personal hygiene tasks
- Assisting with meals
- Working within the Dementia Unit
- Keeping up to date on all nursing notes on residents
- Wound care
- Giving medication

- General housekeeping of resident's rooms
- Attending to all physical and emotional needs of residents

Benevolent Society July 2011- October 2012

- Community Care Worker
- Assist clients with personal hygiene, grooming and presentation
- General household, cleaning and environmental tasks
- Help the client to participate in activities of interest at home or within the local community
- Activities related to the maintenance or improvement of health and wellbeing

Wendy's Ice-cream March 2007- November 2011

- Customer Service
- Money Handling
- Ordering Stock
- Cleaning the store
- Opening and Closing the store

Camden Council- January 2009- November 2009

- Answering incoming calls
- Booking Appointments
- Sending Faxes
- Email
- Using Council Data Base
- Internet
- Sorting incoming and outgoing mail

Narellan McDonald's June 2004- May 2008

- Customer Service
- Preparing Orders
- Money Handling
- Preparing Stock
- Cleaning the store
- Opening and Closing the store

EDUCATION



Elderslie High School Certificate 2005

Campbelltown TAFE- Statement of Attainment Business Administration 2006

Casey College-Certificate 3 Aged Care 2010

REFERENCES

- Corrin Wood-Styles- 0414 441 905 (Durham Green Co-worker)
- Amy Mcinnes- 0403 348 764 (Subway Manager)