

# Lori Gardner

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## Summary

Reliable and driven, with strong time management and prioritization abilities. A self motivated Nursing assistant, who is able to accomplish my assigned responsibilities with minimal supervision. Certificate 111 in Aged Care, caring punctual and a team player, with experience in Dementia care I hold excellent communication and listening skills that allow me to communicate successfully with all customers and clients face to face and over the phone.

## Experience

November 2021 - PRESENT

### **North Gosford Hospital** – *Environmental Services*

Infection Control, Covid cleans, Stocking and supplying facility areas, Dusting mopping, bathrooms and ceiling vents, restocking scrubs in theater change rooms

October 2019 - November 2021

### **My Home Care** – *AIN*

Provision of quality client care as per the individual care plan. Clear documentation of client outcomes as per each client's procedures. Recognise changes in clients health status and report appropriately. Adhere to all relevant workplace laws and regulations. Ensure the workplace is safe for all individuals. Comply with legislation regulations and codes in the workplace. Workplace health and safety responsibilities Assisting with basic care needs in daily living. Relay clients requirements to RNs. Change simple dressings Attend to all personal care needs. Dementia care. Planning of recreational, social and educational activities Helping clients to walk and using mobility aids Keeping clients rooms and equipment clean, neat and orderly. Providing meal supplements and fresh drinking water as needed

September 2018 - October 2019

### **Henry Kendall High** – *Canteen Manager*

Planning, organizing and monitoring the day to day operations of the canteen, including daily record keeping, opening and closing the canteen, preparation and cooking for service and ensuring all staff are following correct WHS and safe food practices. following the NSW healthy food standards, and achieving 100% in all audits that were conducted within the canteen. Catering for large events within the school and local businesses.

September 2018-June 2017

### **Woodport Nursing Home – AIN**

Assisting residents with mobility equipment, helping with food and fluids, maximizing a resident's physical function through rehabilitation and maintaining domestic age care arrangements.

Attending to all personal care needs.

March 2013 - June 2017

### **Just Better Care – AIN**

Experienced in personal care and hygiene, Pressure area and skin care. Documentation of all clients' responses to direct care plans. Promote and maintain a clean and comfortable safe environment for clients, staff and family members. Simple wound care overseen by the RN. Administration Role at Just better care Sep 2010 - Mar 2016 (5 years and 6 months) Coordination of staff rosters, coordination of clients services. Excellent communication skills, and attention to detail. Completing work schedules, managing calendars and arranging appointments for management and clients. Compiling progression notes for the RNs. Assisting in the field with clients when needed.

April 2003- January 2010

### **Fantastic Furniture – Administration/Sales**

Administration Role/ Sales Assistant at Fantastic furniture Apr 2003 - Oct 2010 (7 years and 6 months) Compiling store reports, invoicing, stock orders, handling customer complaints. Liaising with suppliers. Always maintaining personal KPIs and reaching store budgets. Merchandising of the store, and providing outstanding customer service face to face and over the phone. Maintaining repeat business for the company.

## **Education**

2015

### **Tafe NSW – AIN**

## **Skills**

Effective interpersonal, communication and teamwork skills, Can establish good working relationships with supervisors and coworkers. Committed to patient safety, comfort and privacy. Long term care, Patient care, Bedside Nursing.

## **Certificates**

Cert 111 AIN, First Aid, WWC, CPR, RSA, Safe Food Handling, Dementia Care