

# LOVLEEN KAUR

## CONTACT

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2768

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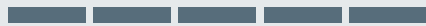
**Email :** kaurlovleen666@gmail.com

## SKILLS

- Schedule Management
- Customer-Oriented
- Inventory Control
- Workplace Safety
- Employee Training

## LANGUAGES

**Hindi**



Native or Bilingual

**Punjabi**



Native or Bilingual

Have first-aid, CPR and all immunizations done.

## EDUCATION

**Bachelor of Science :** Nursing, Expected in 2026  
**Australian Catholic University** - Sydney, NSW

## PROFESSIONAL SUMMARY

Handles team needs with forward-thinking strategies and strong focus on daily requirements. Well-coordinated planner successful at coordinating schedules and workflows to meet business demands. Efficient Shift Supervisor aiming to increase value of company through excellent leadership. Outgoing and energetic individual familiar with various equipment operations. Promoted customer satisfaction by managing team to achieve specific purchase order and delivery date based on priority.

## WORK HISTORY

**Shift Supervisor, 02/2023 to Current**  
**Hungry Jack's** - Sydney, NSW

- Enhanced team productivity by implementing efficient shift scheduling and task delegation.
- Ensured smooth operations during peak hours by effectively managing resources and staff allocation.
- Improved customer satisfaction rates with consistent quality checks and timely resolution of complaints.

**Student Nurse, 10/2023 to 11/2023**  
**Blacktown Hospital** - Sydney, NSW

- Enhanced patient care by accurately documenting vital signs and relevant information.
- Administered medications under supervision of an RN.
- Provided compassionate care to diverse patient populations, promoting comfort and satisfaction throughout their treatment journey.