

Lupe Tali

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A: 5 Justine Drive, Noble Park VIC 3174

Career objective:

To work for an early education and care service that allows me to follow my passion of working with children. I would like to work within a supportive team of early education professionals that allows me utilize and develop my skills to further my career.

Employment history:

August 2014 - December 2015

Assistant Educator - Wattle Road Early Education Centre - Brookvale NSW

Wattle Road EEC is privately owned by the Malek family. It is a 64 place long day care centre with 4 classrooms. My duties included:

- Assistant educator 0-2 years class (approx 6 months)
- Assistant educator 2-3 years class (approx 12 months)
- Prepared for assessment and rating (our team achieved 'Meeting' overall with 'Exceeding' in Quality Area 5 - Relationships with children)
- Assisted in planning, documenting and evaluating children's learning and development
- Ensured children's health and safety including supervision, promoting healthy eating, physical activity and child protection
- Worked together as a team using clear communication and respectful interactions to ensure that we met the needs of families and children

July 2007 - December 2014

Cook - Plateau View Aged Care Facility - Collaroy Plateau NSW

Plateau View Aged Care Facility provides high level care for elderly residents in need of continuous nursing care. My duties included:

- Food preparation - this included ensuring that all dietary and health needs were catered for
- Kitchen supervisor
- Placing orders and receiving deliveries
- Completing and filing various forms and paperwork

August 2012 - August 2013

Assistant Educator - Collaroy Plateau Children's Centre - Collaroy Plateau NSW

Collaroy Plateau CC was a privately owned 44 place long day care centre with 3 classrooms. The Malek family sold this centre to G8 Education in May 2014. My duties included:

- Assistant educator 0-2 years class
- Ensured children's health and safety including supervision, promoting healthy eating, physical activity and child protection
- Worked together as a team using clear communication and respectful interactions to ensure that we met the needs of families and children

January 2011 - August 2012

Nursing Assistant - Seaside Aged Care Facility - Warriewood NSW

Seaside Aged Care Facility provides high quality care for elderly residents with varying care requirements. My duties included:

- Caring for the elderly including assisted living residents, dementia patients, respite and palliative patients
- Making sure all residents needs are met to the highest standards
- Supporting residents and assisting them to engage in a variety of recreational and social programs

Qualifications:

- Certificate III in Children's Services
- First Aid, CPR, Asthma & Anaphylaxis (HLTAID004)
- Certificate III in Aged Care
- Working With Children Check
- Responsible Service of Alcohol (RSA)
- Responsible Conduct in Gambling (RCG)

Personal Qualities & Skills:

- Self-motivated and proactive
- Honest and reliable
- Able to work effectively with minimal supervision
- Warm, nurturing and compassionate

References:

Rebecca Costello (Centre Manager)

Wattle Road Early Education Centre - Brookvale NSW

M: 0415 998 031

Naomi Heinjus (Nominated Supervisor)

Collaroy Plateau Children's Centre - Collaroy Plateau NSW

M: 0450 920 607

Helen Nihill (Director of Nursing)

Plateau View Aged Care Facility - Collaroy Plateau NSW

W: 02 9982 4138

Kim (Deputy Director of Nursing)

Seaside Aged Care Facility - Warriewood NSW

W: 02 9997 4633