



# Mareta Tikoisuva

## Baleikasavu

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### PROFESSIONAL SUMMARY

Diligent Caregiver focused on providing optimal support to clients through personalized assistance and care required to manage diverse medical conditions. Proficient in organizing medications, doctor appointments and personal activities. Caring, organized and friendly with excellent interpersonal skills.

### SKILLS

- Housekeeping
- Behavior Management
- Laundry Management
- Feeding Assistance
- Meal Preparation
- Infection Control
- Documentation and Recordkeeping
- Cooking Meals
- Diet and Nutrition
- Team Collaboration
- Medication Management
- Client Transportation
- Patient confidentiality
- Patient Advocacy
- Compassionate Care
- Patient Charting
- Patient-focused care
- Mobility Assistance
- Care plan implementation
- Electronic Charting
- Direct Patient Care
- Behavioral Management
- Healthcare ethics
- Quality Improvement

### WORK HISTORY

**CARE SERVICE EMPLOYEE** 04/2024 to CURRENT

#### Carrington Centennial Care | Werombi, NSW

- Improved patient satisfaction by providing compassionate care and addressing individual needs.
- Enhanced patient safety with diligent attention to detail and adherence to protocols.
- Promoted a positive atmosphere for patients, families, and staff by maintaining effective communication and collaboration skills.
- Contributed to the development of individualized care plans for optimal patient outcomes.
- Efficiently managed time and resources to ensure timely completion of tasks and responsibilities.
- Assisted in training new employees, sharing expertise and best practices for quality care provision.
- Demonstrated adaptability by effectively managing diverse patient

populations with varying levels of care requirements.

- Coordinated with interdisciplinary teams to provide comprehensive care services for each patient.
- Maintained accurate records, ensuring proper documentation of patient information and care interventions provided.
- Facilitated activities for patients, promoting engagement and social interaction within the community setting. cared for 60 -100 residents in a ward

## **NURSING ASSISTANT**

*01/2024 to CURRENT*

### **Summit Care | Saint Marys, NSW**

- Enhanced patient care by effectively monitoring vital signs and accurately documenting medical information.
- Improved patient satisfaction by providing compassionate assistance with daily activities, such as bathing, dressing, and feeding.
- Assisted nursing staff with wound care procedures for faster healing and reduced infection rates.
- Collaborated with interdisciplinary healthcare teams to develop individualized care plans for optimal patient outcomes.
- Facilitated efficient patient transfers, reducing risk of injury through proper body mechanics and use of assistive devices.
- Contributed to effective communication between patients and healthcare providers by translating medical jargon into easily understandable language.
- Educated patients on prescribed medications, ensuring compliance with dosage instructions and awareness of potential side effects.
- Increased patient engagement by providing emotional support, companionship, and encouragement during challenging times.
- Promoted a safe and clean environment by maintaining strict adherence to infection control protocols and sanitation standards.
- Support needs of 50 + residents under long term care

## **DISABILITY SUPPORT WORKER**

*03/2024 to 05/2024*

### **Complete Response Solutions | Sydney, NSW**

- Improved client independence by developing personalized support plans tailored to individual needs and goals.
- Enhanced quality of life for clients with physical and intellectual disabilities through compassionate care and assistance.
- Assisted clients in reaching personal goals through targeted skill-building activities and therapeutic interventions.
- Maintained accurate records of client progress, adjusting support strategies as needed to maximize outcomes.
- Collaborated with interdisciplinary teams to develop comprehensive care plans, ensuring optimal client wellbeing.

- Promoted safe and inclusive environment for all clients by enforcing policies and procedures consistently.

## **DISABILITY SUPPORT WORKER**

*01/2023 to 02/2024*

### **Connexions | Sydney, NSW**

- Improved client independence by developing personalized support plans tailored to individual needs and goals.
- Enhanced quality of life for clients with physical and intellectual disabilities through compassionate care and assistance.
- Assisted clients in reaching personal goals through targeted skill-building activities and therapeutic interventions.
- Collaborated with interdisciplinary teams to develop comprehensive care plans, ensuring optimal client wellbeing.
- Maintained accurate records of client progress, adjusting support strategies as needed to maximize outcomes.
- Promoted a safe and inclusive environment for all clients by enforcing policies and procedures consistently.
- Provided emotional support to clients during challenging times, fostering resilience and coping skills.
- Facilitated community integration for clients by organizing outings, social events, and other opportunities for engagement.
- Delivered exceptional personal care services, including bathing, dressing, grooming, and feeding assistance.
- Developed strong interpersonal relationships with clients, earning their trust and respect through consistent empathy and understanding.
- Managed 3-5 participants in a group home setting

## **CERTIFIED NURSING ASSISTANT IN TRAINING**

*04/2022 to 08/2023*

### **Hawkesbury Living | Australia**

- Reported unusual or urgent circumstances in patients' condition or environment immediately to nurse supervisor.
- Answered call lights and supported patient comfort and safety by adjusting bed rails and equipment.
- Provided customized care according to individual health plan.
- Wiped down equipment with proper cleaning products after each patient transport to reduce instances of infection.
- Furthered skills by actively taking part in employee training and taking classes to improve skills.
- Organized and managed patient charts and files.
- Worked alongside certified nursing assistants to check vitals and tend to patient needs.
- Managed 25 to 30 clients in ward

## **CAREGIVER, SPECIAL NEEDS**

*01/2020 to 11/2022*

## **Family Members | FIJI**

- Assisted clients with daily living needs to maintain self-esteem and general wellness.
- Assisted with dressing guidance, grooming, meal preparation, and medication reminders.
- Engaged patients in meaningful conversation, socialization, and activity while providing personal care assistance.
- Built strong relationships with clients to deliver emotional support and companionship.
- Assisted with feeding and monitored intake to help patients achieve nutritional objectives.
- Cleaned house, ran errands, managed laundry, and completed weekly grocery shopping.
- Maintained clean personal areas and prepared healthy meals to support client nutritional needs.
- Provided safe mobility support to help patients move around personal and public spaces.
- Assisted patients with self-administered medications.
- Supported clients with mental support and physical activities to accomplish quality of life and sustain needs.
- Transported individuals to events and activities, medical appointments, and shopping trips.
- Changed dressings, bandages, and binders to maintain proper healing and sanitary measures.
- Supported daily hygiene needs of patients by assisting with bathing, dressing, dental care and personal grooming.
- Turned and positioned bedbound patients to prevent bedsores and maintain comfort levels.
- Provided compassionate and patient-focused care to cultivate well-being.
- Assisted patients with bathing, grooming, dressing, and oral hygiene care both in private residences and facilities.
- Laundered items, changed sheets and made bed to keep patients' bedroom clean.
- Managed 3 to 5 clients

## **DISTRIBUTOR SALES REPRESENTATIVE**

*01/2017 to 05/2020*

### **Alliance In Motion Global, Incorporated | FIJI**

- Performed B2B sales of Supplements to national retailers, generating over \$40000 annually.
- Traveled extensively to client sites, working closely with product users to identify up-selling opportunities.
- Drove team revenue totals by bringing in top sales numbers.

## **SECRETARY**

*01/2013 to 01/2020*

## WEALTH FIJI RESOURCES LTD | FIJI

- Handled confidential information in professional manner.
- Responded to emails and other correspondence to facilitate communication and enhance business processes.
- Answered high volume of phone calls and email inquiries.
- Transcribed phone messages and relayed to appropriate personnel.
- Organized and updated schedules for executives.
- Assisted in preparation of financial reports, budgeting and forecasting for executive office.
- Produced accurate office files, updated spreadsheets, and crafted presentations to support executives and boost team productivity.
- Managed over 15 to 25 calls

## EDUCATION

**Diploma in Community Services** | Family And Community Services *EXPECTED IN 11/2024*

**Reach Community College , Sydney**

**Certificate IV Individual Support** | Family And Community Services *05/2024*

**Reach Community College , Sydney**

**Certificate III Individual Support Disability** | Family And Community Services *11/2023*

**Reach Community College Sydney, Sydney**

**Abnitio Cabin Crew Certification** | Aviation *09/2014*

**Fiji Airways Training Centre, Nadi Fiji**

**Advanced Certificates in Information Technology** | Information Technology *12/2013*

**Commercial Education Society of Australia, Fiji**

**High School Diploma** *11/2013*

**Fiji National University, Fiji**

**High School Diploma** *01/2012*

**Xavier College, Fiji**

## CERTIFICATIONS

Certificate III individual Support  
First Aid and CPR

NDIS Orientation Modules

Ndis Work check

Infection and control

Hand Hygiene

HLTPS006 medication certified

Aus med certified

work with children check

Police check