

Marjorie Neyret-Bonthoux

3/133 Adelaide street, ST MARYS | Mobile: 0404182870 | Email: mneyretbonthoux@gmail.com

Career Objective

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Personal Skills & Attributes

- Excellent communication skills
- Friendly, warm and considerate
- Ability to multitask & demonstrate organisational skills
- Willing to perform varying roles & tasks
- Good administrative and clerical skills
- Time management skills
- Able to work well independently and in a team
- Enthusiastic and motivated
- Customer service focused
- Strong work ethic
- Languages: English & French

Qualifications

Certificate III in Aged Care Work Astuce Training	2009
Senior First Aid Certificate Allens Training	2009
Statement in Business Services TAFE NSW – Blacktown College	1999
Certificate in Customer Services TAFE NSW – Blacktown College	1993
Bachelor of Nursing University of Western Sydney	1991- Pending

Employment History

Assistant in Nursing

Duties & Responsibilities:

- Manual & physical handling & support of clients/patients
- Adhering to Occupational Health and Safety standards
- General housekeeping duties – maintaining cleanliness & tidiness of residence
- Assisting clients & families in varying situations
- Maintaining a professional standard of service
- Tracking/monitoring & updating of resident charts & files
- Reporting & filing of necessary documentation
- Working within a team environment
- Supporting residents, resident's families & colleagues (emotionally etc)
- Assist residents in upholding independence, dignity & self respect
- Ensuring privacy & confidentiality is preserved
- Utilising & maintenance of equipment

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Russella Nursing Home	Mar 1998 – May 2003
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Work Experience

Nursing

Mt Druitt Hospital

Sep 1992 – Oct 1992

Duties & Achievements:

- Completion of The Elisabeth Campbell Peer Support Program
- Leadership Training
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Living Care
Director of Nursing
Phone: (02) 9631 3385

Sister Mary
St Hedwig Village
Deputy of Matron
Phone: (02) 9831 4744

Gail Bolas
Living Care
Diversional Therapist
Phone: (02) 9631 3385

Marjorie Neyret-Bonthoux

3/133 Adelaide street, ST MARYS | Mobile: 0404182870 | Email: mneyretbonthoux@gmail.com

Career Objective

I am dedicated and highly motivated professional, willing to adapt and grow in a position offering further change and challenge in career options and develop a strong foundation with clients and fellow colleagues along with maintaining solid relationships within the organisation and all areas of the business hierarchy. With my experience, as well as being a logical and critical thinker, I believe I would be a valued member of your team — protecting the interest and success of the organisation, and service under which I am employed. Ensuring that all services, tasks and requests generated by clients and management are resolved within the agreed time frames.

I am a team player who willingly provides support to each individual, with respect to their different needs and goals. I am punctual, reliable enthusiastic, flexible, accurate, adaptable and well presented. I believe I possess the necessary skills, qualifications and personal attributes to benefit your clients and your organization.

Personal Skills & Attributes

- Excellent communication skills
- Friendly, warm and considerate
- Ability to multitask & demonstrate organisational skills
- Willing to perform varying roles & tasks
- Good administrative and clerical skills
- Time management skills
- Able to work well independently and in a team
- Enthusiastic and motivated
- Customer service focused
- Strong work ethic
- Languages: English & French

Qualifications

Certificate III in Aged Care Work Astuce Training	2009
Senior First Aid Certificate Allens Training	2009
Statement in Business Services TAFE NSW – Blacktown College	1999
Certificate in Customer Services TAFE NSW – Blacktown College	1993
Bachelor of Nursing University of Western Sydney	1991- Pending

Employment History

Assistant in Nursing

Duties & Responsibilities:

- Manual & physical handling & support of clients/patients
- Adhering to Occupational Health and Safety standards
- General housekeeping duties – maintaining cleanliness & tidiness of residence
- Assisting clients & families in varying situations
- Maintaining a professional standard of service
- Tracking/monitoring & updating of resident charts & files
- Reporting & filing of necessary documentation
- Working within a team environment
- Supporting residents, resident's families & colleagues (emotionally etc)
- Assist residents in upholding independence, dignity & self respect
- Ensuring privacy & confidentiality is preserved
- Utilising & maintenance of equipment

Assistant in Nursing Employment History

St Hedwig Village / Nursing Home	Feb 2012 – Current
Quakers Hill Nursing Home	May 2011 – Oct 2011
Blacktown Hospital (Clinical Dept)	Sep 2008 – Jul 2009
Living Care Nursing Home	Jul 1999 - Mar 2006
Russella Nursing Home	Mar 1998 – May 2003
La Salette Nursing Home	May 1997 – Feb 1998
Clermont Nursing Home	Aug 1995 – Apr 1997
Weroona Nursing Home	Sep 1994 – Jul 1995
Turramura Nursing Home	Oct 1992 – Aug 1994
Kurmala Nursing Home	Jun 1992 – Sep 1992
Five Dock Nursing Home	Feb 1991 – Jun 1992

Work Experience

Nursing

Mt Druitt Hospital

Sep 1992 – Oct 1992

Duties & Achievements:

- Completion of The Elisabeth Campbell Peer Support Program
- Leadership Training
- Communication Skills development
- General nursing duties
- Manual & physical handling & support of clients/patients
- Adhering to Occupational Health and Safety standards
- General housekeeping duties – maintaining cleanliness & tidiness of residence
- Tending to special requests & requirements
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