

# RESUME

## **PERSONAL DETAILS**

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Name: Meryl Christian  
Address: 31 Hastings Avenue, Chifley NSW 2036  
Telephone: (02) 9345 6660  
Mobile: 040 6660 305  
Email: meryl066@optusnet.com.au

## **EDUCATION & TRAINING**

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### **Tertiary**

1995-1998 **Bachelor of Arts in Leisure Management**  
University of Technology, Sydney

### **Computer Software**

Proficient in Microsoft Office: Word, Excel, Publisher.  
Internet and Email applications.

### **Relevant Courses**

2012 Certificate IV Training and Assessment TAE4011

### **Secondary**

1982 School Certificate, Matraville High School

**Membership** – Diversional and Recreation Therapy Australia

### **Referees**

Lauren Hockley Careseekers Ph: 0411 155 846  
Email: [lauren@careseekers.com.au](mailto:lauren@careseekers.com.au)

Michelle Megson, Director of Nursing, Bondi Waters Ph: 0448 323 185  
Email: [michellem@advantagedcare.com.au](mailto:michellem@advantagedcare.com.au)

Veronica John Quality Manager, Advantaged Care Ph: 0400 487 721  
Email: [verwilliam\\_900@yahoo.com.au](mailto:verwilliam_900@yahoo.com.au)

## **HOSPITALITY EMPLOYMENT HISTORY**

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Employment: April 2021 - Present  
Position: CHSP Coordinator  
**Company:** **Ku-ring-gai Neighbourhood Centre**  
Address: 166 Mona Vale Road, St Ives NSW 2075

- ✚ Responsible for Intake of CHSP clients from the My Aged Care portal.
- ✚ Duties as directed by the Administration Manager.
- ✚ Worked as part of a team.
- ✚ Writing and reviewing of client care plans
- ✚ Problem solving and ongoing amendments to keep the operation running smoothly. Informing contractors of new clients and amendments.

Employment: July 2018 – April 2021  
Position: Community Manager  
**Company:** **Careseekers.com.au**  
Address: 282 Oxford St, Bondi Junction NSW 2026

- ✚ Managing corporate accounts
- ✚ Matching care workers with clients for in home care.
- ✚ Successfully delivered high quality care workers in a timely manner.
- ✚ Passionate about being up-to-date and across all requests and amendments.
- ✚ Detail orientated and responsible for quality improvement.

Employment: 27 March 2017 – June 2018  
Position: Diversional Therapist Team Leader  
**Company:** **Bondi Waters – Advantaged Care**  
Address: 51 O'Brien Street, Bondi NSW 2026

- ✚ Lifestyle program for 53 bed facility in Bondi.
- ✚ Residents were of Jewish, Catholic, and Anglican cultures.
- ✚ Responsible for planning and execution of the activities from ideas, planning to implementation and evaluation.
- ✚ Writing and documentation of care plans.
- ✚ Planning and accompanying bus trips for lunches and excursions.
- ✚ Recruiting and supervising Volunteers and an RAO.

Employment: October 2015 – March 2017  
Position: Diversional Therapist Team Leader  
**Company:** **Christadelphian Aged Care**  
Address: 20 Ashburn Place, Gladesville NSW 2111

- ✚ Lifestyle program for Anglican, Catholic and Christadelphian residents.

- ✚ Proactively assessed each resident and care planning to meet individual goals.
- ✚ Writing a weekly schedule of activities to promote social, spiritual, and individual leisure interests.
- ✚ Planning bus outings, coordinating hairdressing, beauty therapy and pet therapy.
- ✚ Successfully implemented new entertainers and themed events for the residents.
- ✚ Coordinated a 'garden party' for the residents and family. Included a BBQ lunch and a saxophone player as outdoor entertainment. The day was well received by the residents and families.
- ✚ Supervision of volunteers and contractors.

Employment: October 2013 – October 2015  
 Position: Diversional Therapist - Manager  
**Company:** **Mark Moran at Little Bay**  
 Address: 1420 Anzac Parade, Little Bay NSW 2036

- ✚ Delivered an exciting monthly calendar of recreational and leisure activities.
- ✚ Creative writing of the resident newsletter.
- ✚ Managed a team of Recreation and Activities Officers.
- ✚ Preparation of recreation care plans for each resident.
- ✚ Meeting client goals by including client feedback in the program.
- ✚ One on one social interaction to ensure of client wellbeing.
- ✚ Execution of a weekly 'happy hour' with catering and professional entertainers.

Employment: July 2010 – October 2013  
 Position: Aged and Disability Services Coordinator  
**Company:** **The Junction Neighbourhood Centre**  
 Address: 669 Anzac Parade, Maroubra

- ✚ Aged and Disability Coordinator for individuals and group activities.
- ✚ Carrying out in home client assessments.
- ✚ Supervising front line staff, interviewing, and recruiting volunteers.
- ✚ Rostering the JNC staff and volunteers.
- ✚ Program planning of leisure activities with a person-centered approach.
- ✚ Attending council meetings and other networking events.

Employment: June 2009 – June 2010  
 Position: Administrator  
**Company:** **St Johns Anglican Church**  
 Address: 339a Maroubra Road, Maroubra

Worked part time in the church administration office. Duties included: database management, answering calls, responding to incoming enquiries for weddings, baptism etc. Scheduling and managing volunteer workers.

Employment: February – July 2008  
Last Position: Tour & Accommodation Consultant  
**Company:** **Harvest Youth Tours**  
Address 33 Liverpool Street, Sydney  
Business: Official Tour Operator for 'World Youth Day 2008'

- ✚ Contract work in the lead up to World Youth Day 2008.
- ✚ Responsible for planning and operating creative tours within Australia.
- ✚ Adhere to strict budgets while providing for the international visitor an interesting and valued added tour.
- ✚ Clients consisted of tour operators and pilgrim groups.
- ✚ Passionate about creating an exciting experience.
- ✚ Outings included Australian themed restaurants and buffet dinners at local surf clubs.
- ✚ Feedback was that the youth had an absolute ball during their pre-conference tours.