

MONIKA MILCEWICZ- KRALKA

mmkralka@yahoo.com.au

0468613839

Sydney, NSW 2102

SUMMARY

Patient-focused Nursing Assistant with demonstrated experience providing compassionate and comprehensive care. Skilled in monitoring vital signs, medication administration and assisting with daily living activities. Demonstrated ability to provide emotional support to patients and families.

SKILLS

- Good communication and problem solving skills
- Patient - focused care
- Patient relationship - building
- Team player
- Compassionate and empathetic
- Computer literacy
- Vital signs monitoring
- Patient documentation
- Hard-working
- Decision making
- Work well under immense pressure
- Self-disciplined and motivated
- Enthusiastic
- Always keen to learn and gain new experience

EXPERIENCE

PROJECT ADMINISTRATOR | 02/2023 to Current **Luxmar Pty Ltd - Warriewood, NSW**

- Chair site meetings and distribute minutes to all project team members.
- Track the progress and quality of work being performed.
- Use project scheduling and control tools to monitor projects plans, work hours and budgets.
- Review field inspection reports from consultants throughout the lifecycle of the project.
- Effectively and accurately communicate relevant project information to the client and project team.
- Issue Contracts, Letters of Intent, Purchase Orders, etc.
- Assist in the review of Contractor quotations to ensure that only fair and reasonable pricing is recommended for approval.
- Keep the relevant parties informed about project status and issues that may impact client relations.

NURSING ASSISTANT | 03/2021 to 09/2021 **Thompson Health Care - Mona Vale, NSW**

- Promoting good oral and personal hygiene by helping patients with shaving, bathing, and teeth brushing
- Completing activities of daily living for patients unable to self-care, and assisting those with limited mobility in completing tasks
- Changing linens in rooms, keeping spaces fresh and clean for patient health and satisfaction
- Checking patient vitals such as temperature, blood pressure, and blood

sugar levels

- Answering call lights and supporting patient comfort and safety by adjusting bed rails and equipment
- Observing patients under care conditions to help identify symptoms, responses to treatments and progress with goals
- Reducing risks of patient infection and cross-contamination by cleaning and sterilizing equipment
- Documenting care actions by completing records and logs in medical software system
- Identifying and reporting unsafe situations to maintain adherence to safety protocols

CARE SERVICE EMPLOYEE | 03/2020 to 03/2021

Peninsula Village - Umina Beach, NSW

- Providing compassionate and patient-focused care to cultivate well-being
- Supporting daily hygiene needs of patients by assisting with bathing, grooming, dressing, and dental care to maintain self-esteem and general wellness
- Providing safe mobility support to help patients move around personal and public spaces
- Transporting individuals to events and activities
- Recognizing and reporting abnormalities or changes in patients' health status to Registered Nurse on duty
- Monitoring patients vital signs, administering medications, and tracking behaviors to keep healthcare supervisor well-informed
- Assisting with feeding and monitoring intake to help patients achieve nutritional objectives
- Turning and repositioning bedbound patients to prevent bedsores and maintain comfort levels
- Completing regular check-ins and progress report for each client
- Building strong relationships with clients to deliver emotional support and companionship

PROJECT ADMINISTRATOR | 07/2014 to 07/2018

QALab Pty Ltd - North Ryde, NSW

- Developing, reviewing and negotiating variations to contracts, programs, projects and services for our QA testing services
- Administration of contracts, programs, projects, services provided, and liaison with groups involved
- Managing paperwork associated with testing and quality assurance contracts, programs, and projects
- Ensuring the Quality Assurance legal standards are met
- Preparation of submissions and reports concerning the Testing services
- Collecting and analysing data associated with projects undertaken, and reporting on project outcomes

PROPERTY ADMINISTRATOR | 07/2005 to 11/2011

"LOKATOR" Management and Administration Justyna Olejnik - Cracow, Poland

- Attend client meetings and assist with determination of real estate project requirements
- Prepare real estate project organization and communication charts
- Chair site meetings and distribute minutes to all project team members
- Track the progress and quality of work being performed
- Use project scheduling and control tools to monitor projects plans, work hours, budgets and expenditures
- Effectively and accurately communicate relevant project information to the

client and project team

- Ensure clients' needs are met in a timely and cost effective manner
- Review field inspection reports from Consultants throughout the lifecycle of the project
- Issue Contracts, Letters of Intent, Purchase Orders, etc.
- Maintain Contract Execution Tracking Log
- Assist in the review of Contractor quotations to ensure that only fair and reasonable pricing is recommended for approval
- Track & manage contemplated change notices and change orders in the database
- Prepare substantial completion certificates and ensure all required project close out documents are obtained
- Communicate ideas for improving company processes with a positive and constructive attitude, and for developing this attitude in others
- Keep the relevant parties informed about project status and issues that may impact client relations

EDUCATION AND TRAINING

University of Science And Technology - Krakow, Poland

Master of Science

Engineering Technology, **07/2004**

Intercept Group Pty Ltd - Tuggerah, NSW

Certificate III

Individual Support (Ageing, Home And Community), **02/2020**

Peninsula Village - Umina Beach, NSW

'Introduction To Medications' - Course For Care Service Employees

Nursing, **06/2020**

Australian Institute of Professional Education - North Sydney, NSW

Advanced Diploma

HR Management , **04/2014**

Australian Institute of Professional Education - North Sydney, NSW

Diploma

HR Management, **04/2013**

LANGUAGES

English

Polish