

# MONIQUE KNOX

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## CONTACT

0421255887  
moniknox09@gmail.com

## KEY SKILLS

Strong communication  
Attention to detail  
Excellent customer service skills  
Patient monitoring and vital signs assessment

## EDUCATION

**Bachelor of Nursing**  
**Western Sydney University**

2023-current

### Achievements

Grade point average: 7.0.

**Provide First Aid/Perform CPR**

**Australia Wide First Aid**

2023

**Bachelor Of Applied Chemistry**  
**(Honours) Forensics**  
**University of Technology**  
**Sydney**

Graduated 2007

### Achievements

Achieved 2<sup>nd</sup> class honours.

## SUMMARY

Hardworking and passionate nursing student with strong organisational skills and a commitment to delivering compassionate, person-centred care. Experience in building therapeutic relationships with patients and colleagues through excellent interpersonal skills. Dependable, positive, and eager to take on added responsibilities in support of patient care.

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## CLINICAL PLACEMENT

**Student Registered Nurse - Bowral Hospital, Maternity Ward.**

December 2024 – December 2024

### Key responsibilities

- Collaborated effectively with multidisciplinary teams, contributing to comprehensive patient care.
- Supported the midwifery team by monitoring vital signs and promptly reporting changes in patient conditions.
- Built therapeutic relationships with mothers and neonates through strong communication and empathetic care.
- Maintained accurate documentation including medication monitoring and patient assessments.

**Student Registered Nurse - Campbelltown Hospital, Surgical Ward**

November 2024 – December 2024

### Key responsibilities

- Monitored patient vital signs and accurately documented patient care.
- Provided holistic care, assisting patients with daily living activities to promote comfort.
- Safely administered medications under the supervision of a RN.
- Maintained infection control standards by adhering to infection precautions.

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## **CAREER HISTORY**

### **Clamenz Lawyers**

#### **Paralegal (Part time)**

August 2011 – February 2018

#### **Key responsibilities**

- Maintained professional relationships with clients by addressing inquiries and concerns with empathy and confidentiality.
- Drafted correspondence with accuracy, ensuring clear and concise communication with clients and external parties.
- Supported colleagues in managing high caseloads, demonstrating flexibility, teamwork and a proactive approach to achieving team objectives.
- Assisted with administration and reception duties to ensure efficient office operations.

### **Nanny (part time) Ellis Family**

January 2010 – June 2011

#### **Key responsibilities**

- Provided a high standard of care for three children (aged five, three and three months) ensuring their well-being.
- Maintained a structured daily routine, balancing outdoor activities, meals, naps, and quiet time to meet the children's needs.
- Assisted with light housekeeping duties, meal preparation and running errands.

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## **INTERESTS**

Pilates

Spending time outdoors with family

Reading and continuous learning

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## **REFERENCES**

### **Kamal Kant**

WSU Clinical Facilitator

[kamal.kant@medicalstaff.au](mailto:kamal.kant@medicalstaff.au)

### **Liza Barrat**

WSU Clinical Facilitator

[lisa.thompson@westernsydney.edu.au](mailto:lisa.thompson@westernsydney.edu.au)

### **Daniel Clarke**

Business consultant (formerly solicitor at Clamenz lawyers)

[danielcclarke@gmail.com](mailto:danielcclarke@gmail.com)