

# NATALIE ISRAEL

NURSING STUDENT | FLOOR ASSISTANT

0449 900 709

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Woy Woy, NSW 2256

## EDUCATION

### Driver Licence

Since 2012

### Bachelor of Nursing

The University of Newcastle

Currently studying

### Certificate 4 in Disability

The Transformational Institute

2023

### Higher School Certificate

Narara Valley High School

2011

## SKILLS

Attention to detail

Caring and compassionate

Punctual and reliable

Honest and hard working

Dedicated

Great communication

Excellent time management

Responsive and organised

Work exceptionally as a team and individually

## REFERENCES

Provided upon request

## PROFESSIONAL PROFILE

I am driven, hardworking and determined. I pride myself on my kind and caring nature and I get a real sense of joy out of being able to help others. I have excellent written and verbal communication skills and a can-do attitude. I work well independently as well as in a team environment and can easily adapt to the situation at hand.

## WORK EXPERIENCE

### Floor Attendant

Gosford Sailing Club

11 January 2023 - Present

#### Core Responsibilities;

- Taking food orders, clearing of plates, glasses and cutlery from tables, coffee and tea making, resetting of tables and preparation of seating plans for lunch and dinner service, eftpos use, cash handling.

### Medical Receptionist

Spring Medical Group

August 2022 - February 2023

#### Core Responsibilities;

- Answering patient enquiries via phone and in person, booking appointments, eftpos and tyro use, general cleaning, uploading patient documents and files to doctor inbox and collection of mail.

### Support Worker

Living Made Easy

October 2022 - February 2022

#### Core Responsibilities;

- Answering patient enquiries via phone, email and in person, managing and booking appointments, eftpos and tyro use, customer service, general cleaning, uploading patient documents and files to doctor and specialist inboxes and collection of mail.

## EARLIER CAREERS

- Specialised Dementia Carer  
HammondCare / Sept 2021 - Nov 2021
- Legal Secretary  
Kent Law Group / Nov 2018 - Nov 2020
- Legal Receptionist  
Kent Law Group / Feb 2017 - Nov 2018