

Niomi Stephenson

Trustworthy

Caring

Reliable

KEY POINTS ABOUT ME

I am passionate about people and dedicated aged-care health and welfare. My work history has provided me with experience dealing with people from a variety of different backgrounds, I am confident in my ability to handle myself in challenging situations. I believe I would be a strong asset to any potential employer, I'm honest, trustworthy and reliable, and I genuinely care about my clients and helping them have the best quality life.

Employment 1

September 2020 – current

Kincare western Sydney

Home care employee

- Facilitated activities of daily living, including personal hygiene management and feeding.
- Helped patients effectively manage routine bathing, grooming and other hygiene needs.
- Reviewed clients care plans
- Provided Social Support
- Assisted with medication
- Assisted patients with mobility needs, including moving from beds and organizing wheelchairs.
- Helped maintain client's homes

Employment 2

APRIL 2012 – MARCH 2015

ALH Group, Mount Pritchard NSW

Bar Attendant/Admin

- Cleaned and stocked kitchen and bar inventory and placed orders for additional products and supplies
- Operated and closed bar station according to sanitation regulations and safety standards
- Maintained neat, clean and professional appearance to meet business dress code policy
- Adhered to alcohol policies and procedures and complied with local and state laws
- Acknowledged guests even when busy and anticipated and responded to guest needs

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Employment 3

JUNE 2007 – FEBRUARY 2012

McDonald's, Liverpool NSW Customer
Service Cashier

- Maintained customer satisfaction while handling product returns quickly and professionally
- Resolved customer complaints and maintained clean and tidy checkout area
- Educated customers on promotions to enhance sales
- Counted money in drawers at beginning and end of each shift to ensure amounts were correct
- Monitored self-checkout systems and provided assistance or intervention where required
- Maintained current knowledge of store promotions and highlighted sales to customers
- Restocked, arranged and organized merchandise in front lanes to drive product sales
- Prepared beverages and filled food orders for customers

Education

JUNE 2011 Business Admin Certificate 3

DEC 2017 Family and Community Services Certificate 3

Currently studying Certificate 3 Provide Individual Support

Referees

I am happy to provide personal and professional referees on application.