

Ma. Michelle Serapio Tomas
460 North Rocks Rd.
Carlingford, 2118 NSW

Manager
Thompson Health Care
Beecroft Nursing Home
Beecroft, NSW 2119

Dear Sir/Madam,

I wish to apply for the position of casual AIN as advertised in indeed website 8th July, 2022, if the job is still available.

I had my work experience in your Beecroft facility when I took my Certificate III in Aged Care Work years ago, and would like to come back to work again for your company if given a chance. I am a punctual, honest, reliable and hardworking person.

I have attached a copy of my resume for your consideration and would enjoy an opportunity to meet with you to further discuss my skills and knowledge.

Yours Sincerely,

Ma Michelle Serapio Tomas

RESUME

Ma. Michelle Serapio Tomas
460 North Rocks Rd.
Carlingford, NSW 2118
0431608629 (M)
mstomas78@yahoo.com.au

Educational Experience

- | | |
|------------------------|---|
| 2008 (July-Dec) | Certificate III in Community Services (Aged Care Work) - Assistant in Nursing
Meadowbank College, See Street
Meadowbank, NSW |
| 2008 - 2007 | Certificate III in Spoken and Written English (Adult Migrant English Program)
Macquarie Community College
Ermington, NSW |
| 2006 - 2003 | Bachelor of Science in Nursing
North Valley College Foundation
Kidapawan City, Philippines |
| 1999 - 1995 | Bachelor of Arts Major in Communication Arts
Ateneo de Davao University
Davao City, Philippines |
| 1995 - 1991 | Philippine Womens College of Davao
Davao City, Philippines (4yrs. Secondary) |
| 1991 - 1983 | Ateneo de Davao University
Davao City, Philippines (8yrs. Primary) |

Employment History

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| 2021 - Present | Styling Assistant
Serene Styling |
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Serene Styling is a Property styling business that basically stages houses for sale. In my role as a Casual Styling Assistant, I assist in all aspects of the business.

Skills and Attributes

- Fluent in English, Tagalog and Visayan
- Computer and Written Skills
- Proficient in MS Word, and Powerpoint
- Knowledge of MS Excel
- Attention to details
- Quick learner
- Customer Service skills
- Able to work under pressure
- Able to work in a team and independently
- Patient, thoughtful and caring of others

