

---

# RONEL WILSON

---

Sydney, NSW 2567 ♦ 0403489045 ♦ RONELWILSON1965@YAHOO.COM

---

## PROFESSIONAL SUMMARY

---

I strive to always be the best version of myself, both personally and professionally. I believe in setting high standards for myself and constantly working towards achieving them. I am always looking for new opportunities to learn and grow, and I am not afraid to step out of my comfort zone to push myself further. I am a team player who values collaboration and enjoys working with others towards a common goal. I believe that communication and teamwork are essential for success in any endeavor, and I always make an effort to foster positive relationships with those around me.

In conclusion, I am a dedicated, hardworking, and driven individual who is committed to achieving excellence in everything I do. I am constantly striving to improve and grow, and I am always looking for new challenges to help me reach my full potential. I am confident in my abilities and believe that with determination and perseverance, I can overcome any obstacle and achieve my goals. Reliable candidate eager to leverage knowledge in logistics and transportation management. Strong communication and negotiation skills to oversee customs clearance and legal requirements. Flexible and excels under pressure in fast-paced environment.

---

## SKILLS

---

**Shipping Documentation**

**Freight billing**

**Multitasking**

**Patient Relations**

**Patient Assessment**

**Vital Sign Monitoring**

**Infection Control**

**Independent Living Support**

**Risk Assessments**

**Personal Care**

**Client Needs Assessment**

**Incident Reports**

**Transportation Scheduling**

**Invoicing**

**Time management abilities**

**Mobility Assistances**

**Electronic Charting**

**Medication Administration**

**Progress Documentation**

**Daily Living Requirements**

**Family Communication**

**Disability Services**

**Individual Support Plans**

**Dressing assistance**

**Medication organization**

---

**WORK HISTORY**

---

**Freight Operations Clerk, 11/2023 - Current**

**Eight Freight Logistics – Sydney, NSW**

- Streamlined freight operations by implementing efficient documentation and filing systems.
- Built working relationships with clients to foster loyalty and encourage repeat business.
- Enhanced customer satisfaction through timely and accurate processing of shipment orders.
- Minimized errors in freight handling by conducting thorough inspections and crosschecks.
- Ensured smooth workflow in the freight department with effective communication and coordination among team members.
- Negotiated and arranged transport of goods with shipping or freight companies.
- Entered shipping information into computer system and estimated freight and postal rates.
- Observed and tracked consignments to verify timely deliveries and accurate invoicing.
- Maintained compliance with industry regulations through diligent monitoring of freight documentation and processes.
- Reduced shipping delays by proactively identifying potential issues and resolving them promptly.
- Strengthened relationships with carriers, negotiating favourable contracts that resulted in savings for both parties.
- Advised clients on transportation and payment methods.
- Checked import and export documentation to determine cargo contents and classified goods into different tariff or fee groups.

**Bridges Alliance, 03/2023 - 11/2023**

**Disability Support Worker – Sydney, NSW**

- Administer Medication
- Maintain accurate and detailed records of interactions, care plans, and progress made by individuals with disabilities.
- Maintain accurate and detailed records of interactions, care plans, and progress made by individuals with disabilities.
- Cooking
- Cleaning
- Personal Care

**Assisting in Nursing , 01/2020 - 03/2023**

**RSL Life Care – Sydney, NSW**

- Providing personal care assistance such as bathing, dressing, and grooming
- Helping with meal preparation and feeding
- Monitoring and assisting with medication management.
- Assisting with mobility and exercises
- Providing emotional support and companionship
- Ensuring a safe and comfortable environment for residents
- Monitoring and documenting residents' health and behaviour
- Communicating with families and healthcare professionals
- Participating in care planning meetings
- Engaging residents in social and recreational activities to promote physical and mental well-being.
- Administer Medication

---

## EDUCATION

---

**High School Diploma:** 12/1982

**Vereeniging High School** - South Africa

---

## CERTIFICATIONS

---

Certificate

III Individual Support in Ageing

IV Individual Support Ageing