

Maxwell Osei

A responsible and ambitious student with exceptional time management and communication skills, looking to attain experience in the disability and aged care industry.

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EXPERIENCE

White hall Aged Care, Linfield — *Nursing Assistant*

MARCH 2023 - PRESENT

Help, support, and empower the elderly by assisting them in achieving their daily objectives and responsibilities, as well as improving their quality of life.
Developing customer relationships through making personal connections and showing an interest in their lives

KFC, Blacktown — *Customer Service Representative*

JANUARY 2022 - DECEMBER 2022

Servicing, Packing, Expediting and dealing with customers. Cooking and Preparing Delicacies. Working collectively with team members to produce quality products at a fast pace. Ensuring food safety procedures and training new members for operations.

Pack and Send, Glennendening — *Logistics*

JULY 2021- DECEMBER 2022

Receive orders for outgoing shipments. Find the products on our warehouse shelves. Pack the products and apply a label. Scan the label and put the package on an outgoing truck. Log orders to keep the inventory up-to-date.

EDUCATION

MRT College Australia , Sydney — Certificate IV in Disability

JANUARY 2023

S High School, Mt Druitt — *High School Certificate*

JAN 2021 - DEC 2022

REFERENCES

References available upon request

SKILLS

Teamwork - Ability to perform duties in groups.

Creative- Skilled in forms of art - music and dance.

Communication- Open minded individual with open ears.

Time Management - Performing a set amount of tasks within set time limits.

Problem Solver - Ability to resolve issues with calm nature.

Attentive to detail- Attentive and observant nature for all duties needing to be performed.

AWARDS

WSU Early Entry, 2023

Personal Best in Maths and Science - TSC, 2022

LANGUAGES

English, Twi, French

