

Jorgia Maree Bulfin

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Profile:

Astute individual with proven time management and collaboration skills developed from past job opportunities and sport, in which has given me the ability to develop confidence and communication capabilities. Understanding of general employability skills and the importance of working as part of a team, learning from others and developing not just as a individual but as a professional. Commuting to and from a job isn't an issue due to owning my own vehicle and having my full license.

Education & Qualifications

- St Michaels, Mittagong (primary school) ; - Kindergarten, Year 6
- School Captain
- Chevalier College (high school) ; - Year 7, Year 12
- Completion of High School Certificate
- Buddy Leader
- TAFE Shellharbour Institute ; - February 4th, December 4th 2019
- Cert IV in Allied Health Assistance (physiotherapy)

Personal Attributions & Qualities:

- Provide First Aid (provide cardiopulmonary resuscitation and basic emergency life support)
- Certificate of Hand Hygiene
- Typing Certificate
- Effective Communication Skills - different communication styles required when working with other team members or customers.
- Honest and Reliable - strong morals and ethics, honest, reliability and ability to undertake tasks responsibly.
- Flexible to support last-minute demands and changes, comfortable in changing environments and situations, ensuring ability to remain flexible and adaptable.

Work Experience:

Physiotherapist Assistant at Abbey House, Mittagong (June 2019 - April 2020)

Responsibilities and Duties include; Providing patient care, encouraging residents to

complete specific treatment plans related to injury, illness or disability-related physical issue and help PT teach residents to effectively cope with their limitations in movement.

Coles Night fill at Bowral store (September 2019 - October 2020)

Responsibilities and Duties include; Assist customers, locate and transport items when working during store hours, collect and transport items to the sales floor for shelving and stocking whilst working co-operatively and effectively with other team members.

Housekeeping staff at Greenview property in Bowral (February 2018 - January 2019)

Duties included:

Responsibilities and Duties include; Ensuring the rental house is prepared and efficiently cleaned for the guest's arrival, Administration duties, Undertake all tasks required within the house appropriately in given hours.

Carer for a young individual with a disability: (January-September)

Responsibilities and Duties include; ensuring that the personal hygiene, facilitation, mobility support, shopping tasks, food preparation, housework tasks and social events are all attended and completed on a daily basis.

Volunteer Work

Provided support during various local fundraising events for my community group and school. Assisted at the following:

- Riding for the disabled
- Relay for life
- Red Cross Door Knock Appeal
- Kiribati 2017 School trip overseas to 3rd World Country