

# PAIGE STANFORD



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Umina Beach, NSW 2257

## SKILLS

- Teamwork and Collaboration
- Cleanliness and hygiene
- Flexible Schedule
- Multitasking and Organization

## CERTIFICATIONS

Cert 3 - Individual Support  
RSA + RCG Qualified  
WWC Check

## REFERENCES

Peninsular Villages - Renee Butler,  
0404 292 599  
Oliver Brown - Abbie Berthelemy,  
0481 549 991  
Ettalong Bowling Club - Kerry, 0403  
464 208  
Cardiac Health Clinic - Wendy  
Stevens, 0456794953

## PROFESSIONAL SUMMARY

I am a dedicated and enthusiastic young women who strives to the best of my ability in all work areas. Organised and hardworking with outstanding multi-tasking and problem solving capabilities. I am polite, caring and will always put my best foot forward when working in tough situations.

## WORK HISTORY

**Helado - Cafe Worker** 10/20 - 03/21  
*Ettalong, NSW*

- Maintained a clean and organized café environment, adhering to health and safety regulations.
- Managed cash register transactions accurately, ensuring proper handling of cash and credit card payments.
- Handled high-pressure situations calmly while multitasking effectively to maintain optimal productivity levels during busy periods.
- Enhanced customer satisfaction by providing efficient and friendly service with a welcoming attitude.

**McDonald's - Customer Service Representative** 09/21 - 01/22  
*Erina, NSW*

- Managed high-stress situations effectively, maintaining professionalism under pressure while resolving disputes or conflicts.
- Resolved customer complaints with empathy, resulting in increased loyalty and repeat business.
- Served food and beverages promptly with focused attention to customer needs.

**Peninsular Villages - Care Staff Employee** 03/22 - 06/23  
*Umina Beach, NSW*

- Consistently demonstrated excellent time management skills, ensuring punctuality for all scheduled tasks and appointments.
- Assisted with daily living activities, ensuring each resident's comfort and safety.
- Contributed to a positive living environment by maintaining cleanliness and organization within resident rooms and common areas.
- Maintained a professional demeanour and appearance, fostering trust and confidence among residents, families, and colleagues.
- Promoted independence among residents by encouraging self-care practices within safe parameters.

**Oliver Brown - Cafe Worker** 10/22 - 01/23  
*Erina, NSW*

- Produced food and drink products adhering to company quality and quantity standards.
- Displayed calm and friendly demeanour when addressing and resolving customer issues and complaints.
- Managed cash register transactions accurately, ensuring proper handling of cash and credit card payments.
- Maintained a clean and organized café environment, adhering to health and safety regulations.

**Ettalong Bowling Club - Bar Attendant**

11/23 - 07/24

*Ettalong, NSW*

- Managed cash register transactions accurately, ensuring proper handling of payments and tips.
- Successfully collaborated with other staff members to provide seamless service during high-volume periods.
- Checked ID cards and verified bar guests were of legal age.
- Operated and closed down bar station according to sanitation regulations and safety standards.

**Caring Solutions - Care Staff Employee**

*07/2024 - Current*

- Consistently demonstrated excellent time management skills, ensuring punctuality for all scheduled tasks and appointments.
- Monitored residents' vital signs and reported any changes or concerns to nursing staff promptly.
- Provided attentive personal care, such as bathing, dressing, grooming, and feeding for residents who required assistance.
- Demonstrated flexibility in adapting to changing work schedules or assignments based on the varying needs of residents.

**Cardiac Health Clinic - Administration Assistant To Practice Manager**

*01/2024 - Current, Casual work when required*

- Confirming patient appointments for daily clinics.
- Scanning of confidential medical reports.
- Ensure all patient results available for patient consultations.
- Competent use of Bluechip, which is a software program used within our practice.
- Assisting Practice Manager with daily tasks.