



Bulou Buliyavuvalelotu



Saint Marys, NSW 2760



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PROFESSIONAL SUMMARY

Diligent Caregiver focused on providing optimal support to clients through personalized assistance and care required to manage diverse medical conditions. Proficient in organizing medications, doctor appointments and personal activities. Caring, organized and friendly with excellent interpersonal skills.

SKILLS

- Time Management
- First Aid and Safety
- Patient Care
- Behavior Redirection
- Housekeeping
- Ability to Lift
- Caregiver and Family Support
- Hospitality Service
- Special Dietary Requirements
- Companionship and Emotional Support
- Client Requirements

WORK HISTORY

WAIT STAFF MEMBER

09/2022 to 05/2023

Carlton Senior Living | Sacramento, USA

- Bussed and reset tables to keep dining room and work areas clean.
- Set up dining room to promote welcoming environment and meet or exceed hospitality and service standards.
- Explained menu items and preparation methods to provide high level of customer service and promote dining atmosphere.
- Assisted in food preparation as directed while following instructions to meet specific dietary needs.
- Served food and beverages promptly with focused attention to customer needs.
- Maintained clean and organized dining areas to uphold restaurant hygiene standards.
- Resolved customer complaints promptly and professionally to maintain positive reputation.
- Followed health and safety protocols crucial for maintaining safe and sanitary environments for customers and staff.
- Explained menu items and suggested appropriate options for food allergy concerns.
- Used slow periods to restock supplies, ice, trays, and delivery bags.
- Seated customers in timely manner by managing reservations and waitlists skillfully.
- Displayed enthusiasm and promoted excellent service to customers, successfully increasing referrals, and walk-in business.
- Helped customers with dietary restrictions, allergies and intolerances

obtain safe, delicious food by working closely with kitchen staff on alternatives.

- Maintained thorough menu knowledge to sufficiently answer questions regarding menu item sourcing, ingredients and cooking methods.
- Cultivated warm relationships with regular customers.
- Increased sales by 10%

PERSONAL CAREGIVER

08/2021 to 08/2022

The Woodlake | Sacramento, USA

- Assisted clients with daily living needs to maintain self-esteem and general wellness.
- Assisted with dressing guidance, grooming, meal preparation, and medication reminders.
- Built strong relationships with clients to deliver emotional support and companionship.
- Assisted with feeding and monitored intake to help patients achieve nutritional objectives.
- Maintained clean personal areas and prepared healthy meals to support client nutritional needs.
- Supported clients with mental support and physical activities to accomplish quality of life and sustain needs.
- Recognized and reported abnormalities or changes in patients' health status to case manager.
- Supported daily hygiene needs of patients by assisting with bathing, dressing, dental care and personal grooming.

PRIVATE ELDERLY CAREGIVER

09/2019 to 06/2021

Referall | Sacramento, USA

- Offered companionship and kindness to elderly patients.
- Entertained, conversed, and read aloud to keep patients mentally alert.
- Assisted clients with daily living needs to maintain self-esteem and general wellness.
- Maintained clean, safe, and well-organized patient environment.
- Cleaned house, ran errands, managed laundry, and completed weekly grocery shopping.
- Turned and positioned bedbound patients to prevent bedsores and maintain comfort levels.
- Documented daily activities and changes in client condition to enable tracking history and maintain accurate records.
- Cooked meals and assisted patients with eating tasks to support healthy nutrition.
- Assisted with daily living activities, running errands, and household chores.
- Entrusted to handle confidential and sensitive situations in professional matter.

- Built and maintained rapport with clients and family members to facilitate trusting caregiver relationship.
- Laundered items, changed sheets and made bed to keep patients' bedroom clean.
- Replaced bandages, dressings and binders to care for wounds and encourage healing.
- Provided safe mobility support to help patients move around personal and public spaces.
- Recorded patients' pulse, blood pressure and respirations (TPRs) to assess and document important health information.
- Handled incoming mail, bills and invoices and completed appropriate actions.

EDUCATION

Diploma of Community Services

EXPECTED IN 03/2024

Reach Community College, Level 2/8 Quay St, Haymarket NSW

High School Diploma

06/2021

Encina Preparatory High, Sacramento, California USA

CERTIFICATIONS

First Aid and CPR