

Personal Detail

- Name : HeeJoo Moon (Leo)
- Address : 2 Cowan Road, Mount Colah NSW 2079
- Mobile : 0411 382 101
- Email : moonhj79@naver.com

Details Summary

- I have experience as a Disability Support Worker for 11 months.
- I have experience as a Chef for over 5 years.

Education Training

- Certificate 4 in Disability (RTO : 91280, 11/2022)
- First Aid (06/2022)
- Certificate 4 Commercial Cookery (2021)
- Food Safety Supervisor Certificate from CHP School of Hospitality (2019)
- RSA / RCG Competency (2022), White Card (2009)

Employment History

- Period : 07/06/2022 ~ Present (Casual)
- Position : Disability Support Worker
- Employer : Unisson Disability
- Responsibilities included :
 - Breakfast / Lunch Box Support
 - Assists and Help Cook
 - Personal Care
 - Support for Personal Hygiene (Showering, Shaving, Brush Teeth)
 - Changing Diapers, Using Hoist
 - Manage Client's Medication
 - 1:1 Activities
 - Exercise at Park, Shopping Centre, Cinema

Employment History

- Period : 06/09/2017 ~ Present (Permanent Part Time)
- Position : Chef
- Employer : Magpies Waitara
- Responsibilities included :
 - Preparation
 - Salad, Pizza, Meat Section
 - Take Charge of Delivery
 - Manage Stock Rotation
 - Cooks in Deep Frying Section
 - Any Hot Food
 - Own menu management (Crispy Korean Chicken Wings)

Employment History

- Period : 05/2021 ~ 10/2021 (Casual)
- Position : Chef
- Employer : Hornsby RSL
- Responsibilities included :
 - Cooks in Deep Frying Section
 - Any Hot Food

Employment History

- Period : 11/2016 ~ 04/2021 (Casual)
- Position : Chef
- Employer : Bobbin Inn Café (Bobbin Head National Park)
- Responsibilities included :
 - Preparation
 - Salad, Meat All Section
 - Cooking in All Section

Heejoo Moon

Mount Colah NSW 2079 / 0411 382 101 / moonhj79@naver.com

To whom it may concern,

I am applying for a position of Nursing Assistant.

I have qualified Certificate 4 in Disability and currently have experience in Disability Support Worker at Unisson Disability from 06/2022.

I am sure you won't be disappointed as I learn things faster than anyone else as well as I am a hard worker.

I understand about Duty of Care and Dignity of Risk.

As well as I read and understood about the job description and duties I would do.

As a result, I am sure that I am an employee who is constantly developing.

I used to work as a Captain for 6 years in Korean Military Service. It means I have good time management and responsibility. Furthermore, I have got a Certificate 4 Commercial Cookery (2021) so I know cooking skills and can provide services. As of now, I am working as a chef at Magpies Waitara over 5 years. So, I have experience providing catering service for aged customers and customers with disabilities.

I adapt in different environments and situations quite quickly such as handling various responsibilities by prioritizing my tasks, establishing clear deadlines, and finding creative solutions to eliminate obstacles. My experience has equipped me with the necessary tools to succeed in this position:

- Responsibility / Time Management
- Support / Personal Care Skill
- Good Driving skill and History

While I am grateful for the opportunities that have afforded to me in my prior position, I am ready to embark on a new career path that offers new challenges for me to put my skills to use.

I would greatly appreciate your review of my enclosed resume and outlined credentials.

I believe that I can be a valuable addition to the Nursing Assistant fields.

For your convenience, I am available for an interview or for further discussion.

I look forward to your response.

Sincerely,

Heejoo Moon