

# Eleonor A. Ortega

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## SUMMARY

I am committed individual that shows respect and compassion. Work responsibly with or without supervision and willing to be trained for the betterment of myself and be the best help for the team. I strongly believe that loving what you are doing and putting your heart in it gives extra comfort to people I work with and to those I am serving.

## WORK HISTORY/ EXPERIENCES:

Company: Hammondcare at Home Goulburn

Candlebark Respite Cottage

Address: 18 Quiberon Way Goulburn, NSW

Position: Community Care Worker

Part time since August 2022

Company: Southern Cross Care Goulburn

Address: 19 Upper Sterne St Goulburn NSW

Position: Care Service Employee

( February 2021 – present )

Assisting residents with their personal care, needs, daily activities and for the residents to have a quality of life while living in a facility. Maintain cleanliness in their room and help them with meals

Company: HAMMONDCARE SCONE ( High Care Facility and Dementia Ward)

Address: 57 Gundy Road Scone NSW

Position: Care Service Employee (May 2018- Dec 28, 2020)

Provide care to the residents and assist them with their daily activities, needs and care. Make their meal in accordance to each residents dietary requirements and feed them. Bed making and maintaining cleanliness in the surrounding.

**Company:** WISDA GROUP AUSTRALIA  
**Address:** 236 New England Highway Scone NSW  
**Position:** Service Station Representative  
Part- time ( July 2018- March 2020)

Providing customer service and attending pay in and out. Filling shelves with stocks and maintain cleanliness. Checking fuel dips before and after every shift. Making sales report and counting tills to be deposited to the bank.

**Company:** JBS SCONE PLANT  
**Address:** 19 Muffet Street Scone NSW  
**Position:** Meat Packer ( August 2015 to March 2019)

Mainly packing with the assigned cuts with the right packaging ensuring the high quality of the product. Meat handling and maintaining cleanliness of the area and to strictly observe safety.

**Company:** TEYS BROTHER ( JOINT VENTURE WITH CARGILL)  
**Address:** Lakes Creek Road, Rockhampton Qld. 4701  
**Position:** Meat Packer (Feb. 2014- July 2015)

Observing plant safety measures at all times and proper meat handling

**Company:** UNIVERSAL EXCHANGE CENTER MAIN BRANCH  
**Address:** Baniyas Road, Deira Dubai  
**Position:** Currency Exchange Teller / WPS Cashier (Dec. 2012- Oct. 2013)

#### **DUTIES AND RESPONSIBILITIES:**

Attending foreign currency exchange, processing transactions, sending and receiving payments at the same time. Updating the flows daily of the exchange rates and also process WPS (wage protection salary) employees salary. Ensuring proper safe handling of cash in and out.

## **EDUCATIONAL BACKGROUND**

### **PRIMARY: BULACAN ELEMENTARY SCHOOL**

SCHOOL YEAR: 1997-1998 COMPLETED

### **SECONDARY: DAVAO DEL SUR SCHOOL OF FISHERIES**

SCHOOL YEAR: 2001-2001 COMPLETED

### **TERTIARY: UNIVERSITY OF MINDANAO**

BACHELOR OF SCIENCE IN HOTEL AND RESTAURANT MANAGEMENT YEAR 2002-2004

BACHELOR OF SCIENCE IN PRIMARY EDUCATION YEAR 2004-2006

### **CERTIFICATES:**

**Certificate IV in Ageing Support**

**First Aid Certificate**

**Provide Cardiopulmonary Resuscitation**

## **REFERENCES**

Lucy Shephard

Candlebark Respite Cottage Manager

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Rhealyn Garol

Southern Cross Care Facility Manager

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