

Taneesha Reilly

202/31 Atchison Street, Wollongong, NSW

0434 233 012

Taneesha.2146@gmail.com

Personal attributes:

I am a hard working and professional individual, and I am excited to expand my skills and challenge myself in a new role. I am a dedicated people's person, possess excellent communication and interpersonal skills, and pride myself in my personal presentation and work ethic. I am friendly, responsible, passionate and punctual and will put in my all when it comes to my work.

Experience:

❖ CUSTOMER SERVICE/RETAIL ASSISTANT, KFC, TAHMOOR

May 2015-July 2018

- Serving and assisting customers at a service counter
- Assisting with queries and complaints
- Service of food and products
- Food Handling
- Service area of maintenance & cleaning

❖ HOTEL SERVICES, CARRINGTON CARE

July 2018 - Feb 2020

- Service of food and products.
- Food handling.
- Service area maintenance and cleaning.
- Knowing specific resident food requirements (Thickened drinks, minced & puree meals).

- Handling of soiled/clean linen & personal clothing.
- Working at the onsite cafe (Preparing and Serving coffee, preparation of meals and food, taking orders, waitressing).

❖ **PERSONAL CARE ASSISTANT, CARRINGTON CARE**

Feb 2020 - June 2020

- Assisting residents with ADL's.
- Providing care/transport with the use of lifters, slide sheets, wheelchairs, commode chairs.
- Providing support with residents living with dementia.
- Complying with infection control/MRSA policies and procedures.
- Recording residents blood pressure, temperature, weight.

❖ **SUPPORT WORKER, BRIDGES ALLIANCE**

June 2020 - July 2022

- Transport clients out into the community.
- Assistance with personal care.
- Providing emotional & physical support/care for clients in need.
- Provide company & quality time.
- Preparation of daily meals.
- Household jobs completed. Such as; laundry, meal prepping, shopping lists, cleanliness of area.

❖ **SELF EMPLOYED, SOLE TRADER**

July 2022-March 2023

- Record BGL, administer insulin and medications.
- Book & manage clients upcoming medical appointments & necessities.
- Manage clients' schedule.

- Train future workers for clients & provide the needed information & support.
- Ensure clients home was maintained & up-kept in a tidy manner.
- Assistance in ADL'S.
- Converse on behalf of the client to family, friends and professionals. (Doctors, physio-therapists, podiatrists etc).
- Ensuring clients goals were met.
- Understanding of client's dietary requirements.

**❖ CUSTOMER SERVICE/TEAM MEMBER -
LOVISA**

April 2023-September 2023

- Assisting customers with queries & complaints over the phone & in store.
- Styling customers.
- Cash handling, opening/closing the till.
- Sale reports & monthly budgets.
- Meeting deadlines & sales targets.
- Sales promotion.
- Working in a team based environment.
- Champing - filling in for the regional manager & store manager.
- Stock rotation/replenish.
- Responding to phone calls & emails.
- Accepting deliveries.

❖ HOME CARE WORKER - KINCARE

September 2023-current

- Assisting clients to live independently in their own home.
- Assisting clients with day to day tasks.

- Providing assistance with personal care.
- Providing company and support to clients.
- Assisting clients to attend to important appointments/needs.
- Providing cleaning and home care service to clients. This includes: laundry, vacuuming, mopping, cleaning dishes, cleaning surfaces.
- Maintaining a clean home environment for the clients.

Education:

❖ HIGHER SCHOOL CERTIFICATE
Picton High School
October 2017

❖ CERTIFICATE II IN RETAIL
October 2017

❖ CERTIFICATE III IN HEALTH SERVICES ASSISTANCE
November 2019

❖ FIRST AID CERTIFICATE
September 2022

❖ SUPPORTING PEOPLE TO STAY INFECTION FREE
March 2023

References:

- ❖ Renee Warren
- ❖ Vanessa Da Silva

Contact details available upon request.

