

THERESA FARLEY

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CAREER GOAL

To secure a position within a reputable Company. In return I can offer my respective Employer a dedicated Employee that always strives to give 100%

EXPERIENCE

FEBRUARY 1ST 2021 – JULY 2ND 2021

ATTENDANT CARE WOKER IN NURSING, MIRAE COMMUNITY SERVICES

Personal care
Communication
Showering
Food handling
Cleaning
Making bed
Bed bath
Use of mechanical lifter

JANUARY 2018 – JULY 2018

ATTENDANT CARE WORKER IN NURSING, OSAN ABBILTY ASSIST

Personal care
Communication
Showering
Food handing
Cleaning
Making bed
Use of mechanical lifter
Bed bath
Assist in medication

NOVEMBER 2019- JANUARY 2020, SKG CLEANING TARGET

Communication
Use of cleaning machinery
All cleaning services required to clean store

MAY 2010 – JANUARY 2018

MOBILE BEAUTY, GLAMOUR AND ELEGANCE

Communication

Customer service

Experience in manicures, pedicures, relaxation massages

Cash handling

Setting up jobs

JANUARY 1998 – JANUARY 1999

WAITRESS, CANNERY CAFE

Table service

Communication

Cleaning

Cash handling

Food prep

Food handling

EDUCATION

2021

STATEMENT OF COMPLETION FOR TRAFFIC CONTROL WORK TRAINING, JUST CAREERS

2021

STATEMENT OF NATIONAL WHS GENERAL CONSTRUCTION INDUCTION TRAINING, JUST CAREERS

2021

STATEMENT OF COMPLETION FOR TRAFFIC CONTROL WORK TRAINING, JUST CAREERS

2011

RSA, TAFE

2011

RCG, TAFE

2011

CERTIFICATE IV IN AGED CARE, TAFE

2010

CERTIFICATE II IN COMMUNITY SERVICES, OTEN

2009

STATEMENT OF ATTAINMENT IN ACCOUNTS PAYABLE AND ACCOUNTS RECEIVABLE, TAFE

2007

CERTIFICATE III IN AGED CARE, TAFE

2005

CERTIFICATE III IN HOSPITALITY (PREPARE AND SERVE ESPRESSO COFFE), GLOBAL SKILLS

2005

CERTIFICATE III IN HOSPITALITY (PROVIDE RESPONSIBLE CONDUCT OF GAMING), GLOBAL SKILLS

2003

CERTIFICATE II IN HAIRDRESSING, TAFE

2003

STATEMENT IN TRAINING ACCESS, NEPEAN COLLEGE

1999

COURSE IN WORK SKILLS, TAFE

1997

YEAR 10 CERTIFICATE, GRANVILLE SOUTH HIGH SCHOOL

SKILLS

- Work in a team and on my own
- Customer service experience with the ability to liase with people of diverse backgrounds and cultures
- Maintain cleanliness of work place
- Punctual
- Reliable
- Honest
- Bubbly personality
- Quick learner
- Knowledge and implement of OH&S policies and procedures
- Conflict resolution skills
- Cash handling
- Managing time and priorities setting timelines coordinating tasks for self and with others
- Showing independence and initiative in identifying and solving problems

REFERENCES

GRACE 0451977371

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Debbie 0468458327

Krystal 042184423