

Tina Wang

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PROFESSIONAL SUMMARY

Versatile and experienced professional with a background in education consulting, personal care, accounting, and hospitality. Worked in different countries and cultures, including Malaysia and Australia. Detail-oriented team player with strong organizational skills. Ability to handle multiple projects simultaneously with a high degree of accuracy.

WORK HISTORY

Assistant in Nursing. Sydney
Meditech Staffing | 03/2024 - current

- Assist resident with activities of daily living such as dressing, bathing, toileting, and mobility
- Assist with mealtimes, ensuring residents receive proper nutrition and hydration.
- Monitor residents' health and report any changed and concerns to registered nurses.
- Help maintain a clean and safe environment for residents.
- Document care provided in residents' charts accurately and efficiently.
- Provide companionship and emotional support to residents, fostering a sense of dignity and respect.

Sushi Chef. Malaysia
Sushi Mentai | 07/2021 - 09/2023

- Preparing all types of sushi include maki and sashimi
- Food preparation, such as washing and cutting vegetables and fish
- Manage food stock and placing orders as needed
- Ensuring food safety and hygiene standards are met
- Communicate with staff and customers, providing excellent service and support, handling special requests and delivery restrictions, and received 95% positive feedback ratings.
- Trained and supervised 10 new staff members, improving their sushi making skills, productivity and performance by 20%

Education Counseling. Malaysia
Aoye International Education | 03/2017 - 03/2020

- Help student find and apply for suitable courses, scholarships and visa, achieve 90% successful rate.
- Provide guidance and counseling to students on academic and career goals
- Liaising with over 30 education providers and government authorities

SKILLS

- **Personal Care**
 - Compassionate, professional, and reliable
 - Provided personal care, social support, and emotional support to elderly clients
- **Customer Service**
 - Excellent communication, interpersonal, and problem-solving skills
 - Recognized for exceeding customer satisfaction, retention, and loyalty
- **Accounting**
 - Experienced in preparing and maintaining financial records, processing and recording transactions, and managing budgets and expenses
- **Graphic Design**
 - Skilled in graphic design using Adobe Creative Suite (Photoshop, Illustrator, InDesign)

EDUCATION

Hope Institute
Sydney, NSW
01/2016
Certificate III in Aged Care

Wentworth Institute
Sydney, NSW

to facilitate admission and enrollment process.

- Developing and maintaining relationships with education partners and agents
- Developed and maintained agency's website, social media and marketing materials using graphic design skills, increasing agency's brand awareness and reputation.
- Managed and updated agency's database, record, and reports, ensuring accuracy, completeness and compliance with relevant policies and regulations.

Aged Care Worker. Sydney

Afea Care Services | 02/2016 - 02/2017

- Providing personal care, such as bathing, dressing, grooming and feeding, improving their hygiene, comfort and well-being.
- Planned, prepared, and served meals and snacks according to prescribed diets.
- Assisting with mobility, such as transferring, lifting and walking
- Maintained clean and safe living environment for all residents, ensuring their wellbeing.
- Social support, such as transporting to medical appointments, shopping and community outgoing
- Performing household duty tasks, such as cleaning, laundry and shopping
- Provide emotional support and companionship, increase their happiness
- Reporting and documenting any changes and concerns.
- Developed trust-based relationships with residents by actively listening to their concerns and demonstrating genuine interest in their lives.
- Earned four appreciation letters from clients for delivering excellent care service and exceeding clients expectations.

Accountant Assistant & Administrative. Sydney

Chun Shing Trading Group | 10/2014 - 07/2015

- Performing administrative tasks, such as filling and date entry over 20 shop order information daily.
- Communicate with accountant, clients and drivers to solve issues and queries
- Assist accountant to prepare and maintaining financial records, such as ledgers, journals, statement and report
- Streamlined bookkeeping procedures to increase efficiency and productivity.
- Organizing daily traffic route for drivers, greatly save their time and improve their efficiency
- Greeting customer enquiries, reply email and answering phone.

Waitress. Sydney

Cellinis Restaurant and Bar | 09/2012 - 12/2014

- Greeting and escorting customer to their tables
- Presenting menu and providing detailed information when asked
- Maintained order efficiency and accuracy through clear communication with kitchen staff, earning numerous recommendations from satisfied customers.

05/2013

Diploma of Management

Australian Nationwide College

Sydney, NSW

10/2012

Diploma of Accounting

AIT - Academic of Interactive Technology

Sydney, NSW

06/2011

Diploma of Graphic Design

Shandong University

Shandong, China

07/2008

Degree in Law

LANGUAGES

Mandarin

English

- Processing payment and issue receipts
- Clearing and cleaning tables after customer leave
- Serve over 200 customers per shift, ensure timely and accurate delivery food and beverages and customer satisfaction rate
- Using Graphic Design skill to design menu and promotion poster.