

Resume of Rebecca Cordina

Personal Details

NAME: Rebecca Cordina

ADDRESS: 43 Swansona Ave
Mount Annan NSW

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D.O.B: 26th August 1986

Educational Details

June 2018

Macarthur Community Collage Liverpool

MYOB and Payroll

Topics Covered:

Preparing Invoices

Inventory

GST Obligations

Payroll

Time Billing

May 2018

Macarthur Community Collage Liverpool

BookKeeping and BAS Preparation

Topics Covered:

Financial Source Documents

Bookkeeping overview

GST Overview

Accounts Payable and Receivable

Payroll Bascis

Cashbook and Bank Reconciliations

Depreciation Basics

General Ledger Reconciliations

Management Reports

Educational Details Continued

December 2012

Courtenell Parramatta

Health and Safety Representative - Module 1 and 2

Topics Covered:

Structure of WHS Law

General WHS Duties

Role of the Regulator

Regulatory Enforcement

Issue Resolution

Management System Objectives and Components

Management System Implementation and Review

WHS Plans

Audit Process

Self Insurance Scheme

Group WHS

July 2010 - December 2010

Liverpool Tafe

Business Administration (Medical) - Certificate III

Topics covered:

Organised Schedules

Work Effectively with Diversity

Produce simple Word Processing Documents

Create Electronic Presentations

Design and Produce Text Documents

Produce Spreadsheets

Develop Keyboarding Speed and Accuracy

Interpret and Apply Medical Technology Appropriately

Prepare and Process Medical Accounts

Maintain Patient Records

Assist in Controlling Stocks and Supplies

Apply the Principles of Confidentiality, Privacy and Security

Participate in WH&S Processes

Use Business Technology

Educational Details Continued

June 2005 - August 2005

Nursing Agency Australia

Assistant in Nursing - Certificate III

Topics Covered

Manual Handling

CPR Refresher

Fire Safety

Infection Control

Vital Signs

Unit Dose 7 Webster's system

Aggressive Patients

Shown how to deal with a variety of different illnesses (dementia, alzheimer's, arthritis etc)

Assisted in everyday tasks such as personal care, walking & cleanliness of their room

June 2005

Australian Red Cross

Intermediate First Aid

Topics Covered:

Care for Shock, Bleeding, Burns & Scalds, Poisonings, Spinal Injury

CPR

Legal Considerations when providing first aid

Educational Details Continued

January 1998 - December 2002

East Hills Girls Technology High School

School Certificate - Years 7 - 10

Subjects Studied:

Mathematics

English

Science

Commerce

Computer Studies

French

PD/H/PE

Australian History

Australian Geography

Computer Software

MYOB

Medtech

Pracsoft

Mircosoft Word 10

Microsoft Execl 10

Microsoft Powerpoint 10

Microsoft Outlook

Microsoft Windows

Microsoft Access

Microsoft Publisher

Internet Explorer

Lotus Notes

Host 3 and 4

CIS

Virtual Claims Pocket

Work Experience

May 2011 - September 2015

Primary Medical and Dental Centre - Wentworthville

Receptionist

Responsibilities Included

Greeting Patients

Scheduling appointments for Doctors, Dentists, Physios and Specialists

Maintaining Records and Accounts

Answering the Phone and Referring Enquiries

Retrieving Files

Scanning of Documents

Faxing

Photocopying

Distributing of Mail daily

Assisting Medical Professional with Enquiries

Dealing with Email Enquiries

December 2007 - May 2011

Jamison Gardens Nursing Home - Penrith

Assistant in Nursing

Responsibilities Included

Assisting Residents with Bathroom Requirements

Assisting Residents Maintain their Personal Hygiene

Assisting Residents with Mobility

Assisting Residents with Bedroom Cleanliness

July 2005 - May 2007

Courtland Nursing Home - Parramatta

Assistant in Nursing

Responsibilities Included

Assisting Residents with Bathroom Requirements

Assisting Residents Maintain their Personal Hygiene

Assisting Residents with Mobility
Assisting Residents with Bedroom Cleanliness

Work Experience Continued

April 2003 - April 2005

NRMA - Parramatta

Administration Officer

Responsibilities Included

Phone Call Enquiries
Dealing with E-mail Enquiries
Retrieving Files
Scanning Documents
Dealing with Claims
Faxing
Photocopying
Distributing of Mail twice a day

November 2002

SCIP - Student Community Involvement Program

Community Volunteer Work at Retirement Village

Assisted Elderly with certain tasks
Entertained Elderly (talked and played games)

November 2002

SCIP - Student Community Involvement Program

Community Volunteer Work at Friendly Faces Childcare

Interaction with Children
Clean up after Children

November 2002

Fairy Kingdom Child Care Centre

Child Care Work xperience Student

Interaction with Children
Clean up after Children

Work Experience Continued

May 2002

East Hills Public School

Work Experience Student

Assist Teachers
Assist Children
Clean up after Children

Special Achievements

Computer Accounting: MYOB and Payroll - Beginners - June 2018

Bookkeeping and BAS Preparation - May 2018

WHS Management Responsibility Training - January 2013

Healthy and Safety Representative Training - December 2012

Certificate III Business Administration (Medical) - December 2010

Certificate III Aged Care Work - August 2005

Fire Safety Services - August 2005

Manual Handling Seminar - August 2005

CPR - August 2005

Infection Control Seminar - August 2005

Vital Signs - August 2005

Unit Dose 7 Wenstersystem - August 2005

Aggressive Patient Seminar - August 2005

Outstanding Achievements Certificate from NRMA - June 2004

Special Events Performer 2000 at Bankstown Veladrome as part of
the SCIP - Student Community Involvement Program

Certificate of Achievement in Literacy - Peer Reading 2000

Certificate of Achievement in Literacy - Peer Reading 1999

Australian Language Certificate - French Beginners Level

Employment Related Skills

Ability to Adapt to Change
Excellent Communication Skills

Consistently Punctual
Leadership Skills
Team Player

Referees

Wentworthville Medical & Dental Centre Wentworthville, NSW

Joanne Daher
Co-Worker
0404 277 122

Jamieson Gardens Nursing Home Penrith, NSW

Suzanne
Director of Nursing
Nursing
Work: (02) 4721 2512

Cynthia
Director of
Work: (02)
4721 2512

Courtland Retirement Village North Parramatta, NSW

Zeina Ormond
Director of Nursing
Nurse
Work: (02) 9683 8016
2898
Mobile: 0421 275 345
998 958

Helena Sharpe
Registered
Home: (02) 4731
Mobile: 0429

Nursing Agency Australia Sydney, NSW

Jelena Mosman
Course Co-Ordinator
Work: (02) 9212 5544

NRMA
Parramatta, NSW

Graham Judge
Assessing Manager
Work: (02) 9689 5901
5920

Anna Pirrello
Team Manager
Work: (02) 9689