


ZOE GATELY

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 Narara, NSW 2250

PROFESSIONAL SUMMARY

Proficient and caring nursing team member offering outstanding patient-facing experience. Adept at addressing patient needs with compassionate care and attention to detail. Diligent about maximizing satisfaction, safety and wellness while serving patients of all backgrounds. Currently seeking an opportunity to showcase skills and knowledge formulated over the years in new and challenging roles. Recognised for possessing a strong passion for professional development and excellence.

SKILLS

- Mobility Support.
- Privacy and Confidentiality.
- Dressing Assistance.
- Blood Pressure Measurement.
- Medical Records Management.
- Personal Hygiene Assistance.
- Patient Assessments.
- Developed emotional support and companionship, enhancing personal care and services and patient morale.
- Enthusiastic and positive attitude whilst remaining calm and being an effective and confident communicator and problem solver.
- Demonstrated ability to work in a team environment, with a strong emphasis on collaboration.
- Excellent time management skills, ability

WORK HISTORY

Monash IVF - Nurse Assistant

Sydney, NSW • 07/2021 - Current

- Perform daily venepuncture collection.
- Maintaining cleanliness of ultrasound machines in between patients for nurses.
- Restocking and cleaning of blood and scan rooms.
- Accepting and/or returning drug orders from our HPS courier.
- Receiving and putting away of delivered stock.
- Scanning all documentation into our server RIMS.
- Answering phone calls, triaging calls and retrieving messages from message bank.
- Chasing external blood and scan results.
- Prepping nurse orientations and putting together orientation packs.
- Mailing of documents and scripts to patients and/or pharmacies.
- Sending out request forms to patients.
- Ordering medications for patients through HPS or other pharmacies.
- Monitoring all stock levels and reordering when necessary.
- Assisting with RTAC preparations.

Peninsula Village - Care Service Employee

Umina Beach, NSW • 11/2020 - 07/2021

to efficiently prioritise requests and adjust and respond appropriately.

EDUCATION

University of Newcastle

Gosford, NSW • Expected in 12/2023

Bachelor of Nursing

St Joseph's Catholic College

East Gosford, NSW • 12/2013

High School Diploma

CERTIFICATIONS

- First Aid Certification
- Police Check
- Working With Children Check
- Older Person and Mental Health First Aid Course
- Introduction to Venepuncture Certification

- Assisted with dressing guidance, grooming, meal preparation and medication reminders.
- Built strong relationships with clients to deliver emotional support and companionship.
- Engaged patients in meaningful conversation, socialization and activity while providing personal care assistance.
- Assisted clients with daily living needs to maintain self-esteem and general wellness.

Anglican Care - Community Care Worker

Warnervale, NSW • 01/2017 - 08/2020

- Observed, monitored and recorded clients' physical and emotional well-being to report changes to senior staff.
- Monitored progress and documented any patient health status changes, keeping healthcare team updated.
- Assisted case management team in identifying potential problems by providing input to counsellors and other professionals in regard to development of client program plans.
- Coordinated referrals to specialists, hospitalisations, ER visits and other enabling services for patients
- Participated in group planning and helped develop individual activity plans, focusing on special needs of each client.
- Assisted clients with personal hygiene and grooming such as bathing, oral hygiene and toileting.
- Assisted patients with handling daily chores and errands by transporting to appointments, cleaning personal spaces and purchasing supplies.
- Built and maintained rapport with patients and family members to facilitate trusting caregiver relationship