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Date of birth: 4th of April 2006  
School: wyndham college  
Graduating year: 2024

#### **Skills:**

- Fast learner
- Multitasking
- Time management
- Bilingual
- Team work
- Compassionate
- Critical thinking

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#### **Experience/**

Currently working at hungry jacks as a shift supervisor

- **Team Management:** Overseeing crew members during shifts, providing guidance and support, and ensuring a positive work environment.
- **Customer Service:** Ensuring high standards of customer service, addressing any customer complaints, and resolving issues promptly.
- **Operational Efficiency:** Managing the flow of operations, including food preparation, service speed, and cleanliness, to meet company standards.
- **Training and Development:** Assisting in the training of new staff and providing ongoing support and development for existing team members.
- **Inventory Management:** Monitoring stock levels, placing orders as necessary, and managing waste to optimize costs.
- **Cash Handling:** Overseeing cash register operations, managing cash floats, and ensuring accurate cash handling procedures are followed.
- **Health and Safety Compliance:** Ensuring that all health and safety regulations are adhered to, including food safety standards.
- **Reporting:** Completing shift reports, including sales, customer feedback, and team performance.
- **Sales Goals:** Aiming to meet or exceed sales targets and promoting special offers to customers.
- **Communication:** Maintaining effective communication with management and team members to ensure smooth operations.

#### **KUMON, QUAKERS HILL COMMUNITY CENTRE ( 2 months)**

- Assisted students in understanding Math and English concepts, tailored instruction to meet individual learning needs.
- Developed and managed detailed schedules for activities and classes ensuring optimal use of time and resources while accommodating participant needs.

## **WORK PLACEMENT EXPERIENCE**

- Nepean hospital: aged care and rehab ward
- Nepean hospital: gastroenterology ward
- Matilda private hospital: rehab ward

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## **Major Attributes:**

- Good communication skills
- Quick learn
- Dedicated and highly motivated
- High attention to detail
- Deadline driven

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## **EDUCATION QUALIFICATIONS**

- HSC 2024
- Cert III in Health Services Assistance.
- the Hand Hygiene Nursing/Midwifery Online Learning Module
- 06-02-2024 HLTAID009 Provide cardiopulmonary resuscitation Competency Achieved
- 06-02-2024 HLTAID011 Provide First Aid Competency Achieved
- 06-02-2024 HLTAID010 Provide basic emergency life support Competency Achieved

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## **Key Responsibilities:**

- Assisting Residents with Showering, Toileting, Manual handling, Feeding, Bed making, Restraining and communicating with residents to provide quality care.
- Maintaining the comfort and dignity of patients all the time.
- Providing emotional support to patients and carers.
- Keeping all Residents rooms organised, tidy and well managed.
- Supporting the work of qualified nurses.
- Helping to the doctor when needed.
- Assistant for medications administer

## **Special skills and abilities:**

- Professional appearance and manner.
- Special talent for identifying client's needs and presenting effective solutions.
- Confidence in making independent decisions.