

Rutendo Ammanda Kuhwayarira

Email: amandakuhwa@gmail.com

Mobile: 0416591304

D.O.B: 22/01/2002

Always seeking to start to a fresh new opportunity.

Highly communicative individual with strong interpersonal skills and an ability to adapt to working in team environments. Motivated by challenge, an astute and dedicated student working to the highest of ability and effectively managing the challenges of part-time/casual employment while successfully completing my Diploma in Nursing. I have been able to do Ongoing volunteer work demonstrating a focus on community. while I worked in both customer service field and health field, I have demonstrated reliability, honesty, integrity and ability to collaborate.

Key Skills

- ♣ Hygiene control
- ♣ COVID 19 safe practices
- ♣ Can comply to any organisational WHS policies
- ♣ Customer Service (phone and face-to-face)
- ♣ Problem solving

Software Skills: Microsoft Word ~ Microsoft Excel ~ Microsoft Outlook ~ EFTPOS

Achieved

Certificate III in individual support(T-VET)

Tafe NSW Nepean Kingswood.

2020

HSC

Good Samaritan catholic collage

2020

Currently obtaining:

Diploma of nursing

Personal attributes

- } **Effective Communication Skills:** Articulate communicator with an appreciation for the different communication styles required when working with other team members or with customers.
- } **Honest and Reliable:** Able to take on tasks with a degree of responsibility due to strong morals and ethics ensuring honesty and reliability.
- } **Time Management:** Dedicated to effectively prioritising and managing time by allocating tasks and activities and keeping track of them in diaries and daily to-do lists.

professional work experience

McDonalds

2017- 2020

Front counter assistant

This first-time casual position involved undertaking extensive training in customer service skills and sales techniques for this well-known fast food outlet.

Achievements and Contributions

- Customer Service:** Assisted customers with all orders. Ensured the accurate collection of information relating to specific orders and ad hoc requests.
- Transaction Processing:** Managed cash and EFTPOS payments. Accurately recorded all cash movements while following policies on large note transactions and cash out.
- Cleaning:** Attended to shift cleaning duties including general cleaning, rubbish removal and floor mopping to meet both HACCP and Food Safety regulations.

student work placements

Support Worker(WORK EXPERIENCE), St Vincent Care Services , Sydney August 2019 — September 2019

- - Provided safe mobility support to help patients move around personal and public spaces.
- - Kept close eye on client vital signs, observed the administration of medications and tracked behaviours to keep healthcare supervisors well-informed.
- Kept the environments clean and hazard free for the safety of both staff and clients.
Devoted special emphasis to punctuality and worked to maintain outstanding attendance record, consistently arriving at work ready to start immediately.
- -Increased client satisfaction by resolving issues.

Support Worker (WORK EXPERIENCE) , Cardinal Stepinac Village, Sydney October 2019 — November 2019

- - Provided safe mobility support to help patients move around personal and public spaces.
- - Kept close eye on client vital signs, observed the administration of medications and tracked behaviours to keep healthcare supervisors well-informed.
- - Assisted clients with daily living needs, including bathing and personal grooming, to maintain self-esteem and general wellness.

Support Worker (WORK EXPERIENCE) , THE MANOR, HERITAGE CARE Sydney May 2021 —June 2022.

- - Provided safe mobility support to help patients move around personal and public spaces.

- - Kept close eye on client vital signs, observed the administration of medications and tracked behaviours to keep healthcare supervisors well-informed.
- Kept the environments clean and hazard free for the safety of both staff and clients. Devoted special emphasis to punctuality and worked to maintain outstanding attendance record, consistently arriving at work ready to start immediately.
- -Increased client satisfaction by resolving issues.
- - Documented Daily Activities, behaviours and incidents for permanent record.
- - Supervised 5 residents within the facility and on community outings.
- - Kept patients mentally alert by entertaining, conversing and reading aloud to patients.
- -Maintained clean personal care and helped with healthy meals to support client nutritional needs.
- - Kept close eye on client vital signs, assisted with administration of medications and tracked behaviours to keep healthcare supervisors well-informed.
- - Turned and positioned bed bound patients to prevent bed sores and maintain comfort levels.
- -Provided assistance in daily living activities by dressing, grooming, bathing and toileting patients.
- Developed rapport to create a safe and trusting environment for care.

Volunteer Placements

St Vincent De Paul

2016-2018

Provided support during various fundraising activities for local community group. Assisted at events and gatherings including providing suggestions for ways to meet fundraising targets. Personally attended various events, including spending time with homeless youth in Sydney CBD.

professional Referees

Jenny Fox
Placement manager
Phone: 0419 716 697

Paula Cruz| clinical manager
Phone: 04 2458 0504