



Sharon Harvey

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PROFESSIONAL SUMMARY

Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals. Hardworking and passionate with strong organizational skills. Ready to help team achieve company goals. Detail-oriented team player with strong organizational skills. Ability to handle multiple projects simultaneously with a high degree of accuracy. To seek and maintain full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills.

SKILLS

- Basic Math
- Project Planning
- Research
- Dependable and Responsible
- Analytical Thinking
- Problem-Solving
- Problem Resolution
- PPE use
- Public Speaking
- Clerical Support
- Software Proficiency
- Interpersonal Communication
- Remote Office Availability
- Cultural Awareness
- Critical Thinking
- Attention to Detail
- Customer Service
- Data Entry
- Computer Skills
- Written Communication
- MS Office
- Rostering
- Teamwork and Collaboration
- First Aid/CPR
- Conflict Resolution
- Customer Relations
- Networking
- Relationship Building
- Task Prioritization
- Microsoft Office
- Troubleshooting
- Observations
- wound care
- Team Management
- Excellent Communication
- Good Telephone Etiquette
- Organizational Skills
- Multitasking
- Quality Assurance
- Organization
- Decision-Making
- Organization and Time Management
- Safety
- HR drivers licence
- Travel where and when required
- Verbal Communication

WORK HISTORY

AIN

02/2021 to CURRENT

Kempsey District Hospital | West Kempsey, NSW

- Participated in team projects, demonstrating with ability to work collaboratively and effectively.