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| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **NESE KAYE**  **DAYOC**     |  |  | | --- | --- | |  | nesekaye\_d@yahoo.com.au | |  | 0433814570 | |  | Kippa-Ring, QLD 4021 | | | **SKILLS**   * Proficient at Microsoft Office: Word, Excel, PowerPoint and Publisher * Excellent organisational and time management skills * Typing Speed: 57 WPM - Accuracy: 100% * Professional telephone demeanour * Money handling abilities * Record keeping strengths * Stocking and replenishing * Service standard compliance * Able to work efficiently with whoever I’m working with * Hardworking * Fast learner * Proactive * Helpful   **EDUCATION**  **Educare College**  Brisbane, QLD  •  2020  ***Certificate III in Individual Support*** (Ageing, Home and Community) **2021**  **Griffith University**  Brisbane, QLD  •  2020  ***Bachelor of International Business*** : Human Resource & Management  **Browns Plains State High School**  Browns Plains, QLD  •  2016  ***High School Diploma***  **CERTIFICATIONS**   * Certificate III in Individual Support (Ageing, Home and Community)   **Obtained – Sep 2021**   * Bachelor’s Degree in International Business **Obtained – July 2020** * Completed First Aid Training Course   **Expiry Date – June 2027**   * Valid Blue Card Holder   **Expiry date – October 2024**   * CPR   **Expiry date – June 2025**  **REFERENCES**   * Ravinder Stevens | **Educare College (Trainer) | Mobile:** +61 432 524 050 * Sushil Adhikari | **Mobile:** 1300 221 122 * Gillian Hall | **Scouts Queensland Manager | Mobile:** 0447 427 864 * Hitesh Parmar | **Owner of HNP Enterprise Ltd | Mobile:** 0421 348 412 | | |  | | --- | | **PROFESSIONAL SUMMARY**  **I have worked as an assistant nurse at an aged care facility for the last three years. I have a certificate III in individual support. I am Credited with first aid and cpr, blue card and yellow card. I am looking for a casual position so that I can work and manage the care of my child.** | | **WORK HISTORY**  **Bolton Clarke Seabrook - Personal Care Assistant**  *September 2024 - Current*   * Assist residents with daily tasks * Help patients with personal hygiene and care such as bathing, grooming, and dressing, and bowel and bladder care * Take and record patient vital signs and weight * Observe and record patients conditions, food and liquid Intake and other behaviour and report changes to supervisor * Help patients walk with canes, walkers, or other devices * Make beds, and anti rain clean and safe environments for patients * Lift, transport, and move patients using the appropriate techniques to reposition bedridden residents * Treats all patients, family and other visitors with respect, and engage with them In a tactful manner at all times * Comply with all safety and health regulations   **Bolton Clarke Talbarra - Personal Care Worker**  *April 2022 - September 2024*   * Assist residents with daily tasks * Help patients with personal hygiene and care such as bathing, grooming, and dressing, and bowel and bladder care * Take and record patient vital signs and weight * Observe and record patients conditions, food and liquid Intake and other behaviour and report changes to supervisor * Help patients walk with canes, walkers, or other devices * Make beds, and anti rain clean and safe environments for patients * Lift, transport, and move patients using the appropriate techniques to reposition bedridden residents * Treats all patients, family and other visitors with respect, and engage with them In a tactful manner at all times * Comply with all safety and health regulations   **Magnolia Aged Care - Assistant Nurse (Casual)**  *September 2021 - April 2022*   * Assist residents with daily tasks * Help patients with personal hygiene and care such as bathing, grooming, and dressing, and bowel and bladder care * Take and record patient vital signs and weight * Observe and record patients conditions, food and liquid Intake and other behaviour and report changes to supervisor * Help patients walk with canes, walkers, or other devices * Make beds, and anti rain clean and safe environments for patients * Lift, transport, and move patients using the appropriate techniques to reposition bedridden residents * Treats all patients, family and other visitors with respect, and engage with them In a tactful manner at all times * Comply with all safety and health regulations   **Woodlands Aged Care Park – Work Experience**  *August – September 2021*   * Observe and participate in activities with the clients * Cleaning * Ensured the clients were always in a safe place and assisted them with their needs   **Tricare Aisling – Work Experience**  *July – July 2021*   * Observe and participate in activities with the clients * Cleaning * Ensured the clients were always in a safe place and assisted them with their needs   **Centacare Eagleby – Work Experience**  *April – May 2021*   * Observe and participate in activities with the clients * Cleaning * Ensured the clients were always in a safe place and assisted them with their needs   **SCOUTS QLD** - **Holiday Outdoor Team Leader**  *09/2020* - *Current*   * Coached, instructed and supervised participating youths through collaborative efforts with like-minded, creative and poised team members.   **HNP ENTERPRISE PTY LTD** - **Store Supervisor**  *09/2020* - *12/2020*   * Offered each customer top-notch, personal service and polite support to boost sales and customer satisfaction. * Coordinated efficient restocking of sales floor with current merchandise and accurate signage for current promotions. * Managed opening and closing procedures and recommended changes to enhance efficiency of daily activities.   **DELIBALTAS FAMILY** - **Private Nanny**  *2019* - *2019*   * Built positive and nurturing environments to support child social and emotional growth. * Organized extracurricular schedules for sports and classes and provided safe transportation to different events. * Assisted children with homework assignments and special projects across different subjects. * Maintained updated list of emergency contact information and child's health information in case of emergencies.   **POLICE CITIZEN YOUTH CLUB** - **Voluntary Worker**  *2018* - *2018*   * Organized and managed events and projects as part of community support services. * Prepared beverages and filled food orders for customers.   **QLD** - **Truck Offsider**  *2018* - *2018*   * Kept all documentation and records accurate and up-to-date with latest data to prevent errors in processing or delivery. * Handled daily customer service aspects, including maintaining positive and ongoing relationships with external customers and freight partners.   **MOTHER'S DAY CLASSICS MARATHON** - **Voluntary Worker**  *QLD*  •  *2018* - *2018*   * Assisted with event coordination and on-site support. * Number pick up (participants come to the registration tent to collect their race bibs/numbers. * Greeted visitors, answered questions and assisted with individual needs or requests.   **HARRIS FAMILY** - **Private Nanny**  *2018* - *2018*   * Organized different types of activities to enhance physical and intellectual development. * Prepared healthy, age-appropriate snacks and meals. * Maintained updated list of emergency contact information and child's health information in case of emergencies.   **TROPPO'S FRUIT MARKET & DELI** - **Cashier**  *2016* - *2017*   * Processed POS transactions, including checks, cash and credit purchases or refunds. * Educated customers on promotions to enhance sales. * Removed trash, swept and mopped floors for professional appearance. | |

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