|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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.
 |

 |

.