**Name**

Address, Suburb SA 5540

Email

Phone Number

Skills

* Good Communication skills and customer service
* Cash Handling
* Basic Cleaning
* Working with computers
* Excellent Time Management
* Current Senior First Aid
* Filing
* Data Entry
* Daily reports on clients progression

Work History

07/2012 – 12/2012 **UnitingCare Wesley** *(voluntary)*

Assist with filing, Data Entry & Processing Loans

General office duties

02/2008-01/2011 **Stanhope Home Support**

 In home personal care, domestic assistance

 Produce accurate daily reports on clients

10/2005-11/2007 **St Joseph’s Catholic Diocese**

Dressing, feeding, exercising clients

 Handling of mobility aids and lifters

 Keeping accurate records and reports on clients

05/2002-11/2006 **KFC**

Customer Service

 Kitchen Hand

 Cleaning/cooking

Education

Currently Studying **Cert III Business**

 Sureway Skills Training

2012 **Cert II Business**

UnitingCare Wesley

2005-2007 **Cert III Aged Care**

Work based Traineeship

Referees

**Name – Administration Name - CEO**

**Stanhope Home Support St Joseph’s Catholic diocese**

Phone Number Phone number

**Name – Manager**

**KFC**

Phone number