

# Suzie Carer

1 My Street, Mytown 5000 | Mobile: 0400 000 000 | Email: [suziecarer@email.com](mailto:suziecarer@email.com)

---

## CAREER SUMMARY

---

A caring compassionate and responsible individual with ten years' experience working in the field of individual care. A strong commitment to providing quality care so that the elderly and disabled can live with maximum dignity, comfort and independence. Versatile personal carer with extensive experience in both residential and community-based care for aged care and disability sector clients.

Currently studying a Bachelor of Nursing, with well-developed interpersonal skills and an engaging personality. The ability to build relationships with clients and colleagues and learn new systems and processes quickly.

---

## KEY SKILLS

---

Advanced Communication & Negotiation • Compassionate • Confidentiality • Rehabilitation Research Skills • Care Co-ordination • Work Under Pressure • Recreational Support Communication & negotiation skills • Advocacy • Empathetic • First Aid • Assisted Living Care Dementia Support • Community-Based Care • Residential Care • Interpersonal Skills Clinical Acute • Planning Flexible • Team Focussed • Individualised Care • Reliable

---

## QUALIFICATIONS / CERTIFICATES

---

<b>Bachelor of Nursing, UniSA</b>	Current
<b>Certificate III Aged Care, TAFE SA</b>	2010

### Current Relevant Professional Development and Certifications:

- Advanced First Aid
- Manual Handling (yearly update)
- Dementia and Palliative Care Support
- Medications for Carers
- Clinpath Bodily Fluids Transport Training
- National Police Clearance
- DHS Working with Vulnerable People Clearance

---

## KEY COMPETENCIES

---

- Caring nature, which makes people feel happy, settled and secure, and enables a trusting respectful relationship whilst providing individualised support
- Helping individuals to make informed decisions about the care of themselves and/or their loved ones, and supporting people to advocate and communicate their needs to ensure a good fit between clients and service providers
- Highly responsible and respectful nature, ensuring that clients can rely on the support being provided. Thinking outside the square, and having an eye for details ensures that all aspects of care

is catered for, including medication support, personal grooming and hygiene, attendance at appointments, in-home support, and emotional care

- Ability to communicate, network and work collaboratively with a diverse range of people and organisations
- Excellent oral and written communication skills, including the ability to prepare case notes, client progress reports, care charts, and medications charts
- Flexible and adaptable to work shifts with abilities to work independently or within a team environment

---

## EMPLOYMENT HISTORY

---

**Personal Carer**, XYZ Aged Care, Adelaide SA 2016 - Present

*(A busy 120 bed residential aged care facility in inner Sydney, servicing clients with diverse cultural and ethnic backgrounds. Providing services from low care to high care needs as well as dementia wards)*

Responsibilities:

- Maintained resident personal hygiene through bathing, feeding and dressing
- Organised daily walks and activities for residents
- Contributed to general facility maintenance and food preparation
- Delivered general care and emotional support to clients

**Personal Support Worker**, ABC Home Care Services, Adelaide, SA 2010 - 2016

*(A non-government organisation providing not-for-profit support to clients with disabilities and barriers to community engagement. Service provides a range of personal care and social support to eligible clients)*

Responsibilities:

- Maintained client personal hygiene needs including bathing and dressing
- Collaborated with clients to attend social and personal activities including medical appointments, shopping and community centre activities
- Contributed to general home maintenance and food preparation
- Delivered general care and emotional support to clients

**Retail Assistant**, FAQ Variety Store, Melbourne, Vic 2005 - 2010

*(A busy retail variety store in a large metropolitan shopping centre, selling novelty and household items)*

Responsibilities:

- Delivered customer service, operated cash registers, contributed to store maintenance and cleaning, inventory stocktake and record keeping
- Completed a Certificate III in Retail Supervision in 2006

---

## REFEREES

---

**Jo Smith** – Care Manager  
XYZ Aged Care  
Email: josmith@email.com  
Phone: (08) 1111 2222

**Lisa Hanson** – Director, Community Support  
ABC Home Care Services  
Email: lisahanson@email.com  
Phone: (08) 3333 4444