

# Name Surname

HOUSEKEEPER

Address:

Phone No: | Email address:

An adaptable, conscientious, enthusiastic, and self-motivated individual with experience of implementing personal support plans which focus on the individual's welfare, needs, wants and interests. Constantly maintaining and demonstrating a positive attitude towards clients, their families, staff, visitors and others. Fluent – *French*.

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## AREA OF EXPERTIZE & KEY SKILL SETS

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- Person Centred
- Probation services
- Child Protection
- Creating care plans
- Get along with a multitude of ethnicities
- Flexibility and caring
- Remarkable experience working with children
- Housekeeping in port haven camp
- Steep knowledge of community service organisations.
- Wide knowledge of social work principles and practice and social health.
- Familiarity with behaviour management strategies and different communication techniques.
- Ability to effectively assess, plan and implement community services.
- Excellent negotiating and conflict resolution skills.

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## PROFESSIONAL EXPERIENCE

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### Employer Name, WA, Australia – UTILITY WORKER

Sep 2013 – Present

- Assisting utility staff person in receiving and verification activities.
- Maintaining work area clean and sanitized.
- Working with food service and facility staff effectively.
- Assisting with meal service tasks and performed other duties as required.

### Employer Name, WA, Australia – UTILITY WORKER

May 2012 – Sep 2013

- Assured adherence to utility safety standards, applicable laws and regulations.
- Maintained packing and packaging of product as per customer's necessities.
- Checked finished products and discarded defective bottles.
- Informed regarding poor quality of product to management.

### Employer Name, QLD, Australia – GROUP LEADER

May 2009 Dec 2011

- Developed children care program which is appropriate with the individual needs and interest of the children.
- Handled the tasks of delegating tasks and supervised the activities of the staff.
- Supported children's families by sharing relevant records and communicated children's developmental needs.
- Undertook administrative duties like maintaining children's record and preparing teaching programs.
- Coordinated with director, teaching staff and families in implementing children's educational programs.
- Ensured that the policies of the Centre are implemented in providing appropriate care and educational programs for children.

### Employer Name, Australia – CHILDREN CARE SUPPORT

Jun 2006 – Nov 2008

- Performed the tasks of providing safe, high quality childcare and contribute to a safe and nurturing environment.
- Handled responsibilities of creating and implementing lesson plans for assigned class.
- Assisted in planning and implementing curriculum and daily program of children.
- Handled responsibilities of evaluating children's progress and on-going communication with parents.
- Ensured a safe and attractive learning environment for children in the Centre.
- Performed the tasks of implementing innovative classroom activities to develop the intellectual growth of children.
- Handled responsibilities of supervising the activities of children on a daily basis.

### Employer Name, Australia – CLEANER

Jun 2006 – May 2007

- Performed cleaning functions of offices, restrooms and utility rooms.

- Implemented daily routine schedule as per assigned shifts.
- Maintained working condition of equipments by proper sterilization.
- Provided replacement of soiled drapery and curtains.
- Assisted in keeping proper condition of storage rooms.
- Supported in dusting of doors, windows and cabinets.
- Developed techniques in removal of entire trash from classrooms by dumpster.
- Coordinated with team staff in snow removal during winter season.

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### EDUCATION, TRAINING & QUALIFICATIONS

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- Level 3 certificate of community services *[currently enrolled]*
- Responsible Service of Alcohol Certificate 2012
- Mining resource Contractor safety training
- Senior Aid 2011
- Diploma of children services 2010
- Patient support worker certificate
- Certificate 3 in children services

**Secondary School Graduation [11 years] 1997**

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### ADDITIONAL INFORMATION

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- WA licenses
- Police checked
- Fork lift Licences

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### REFERENCES INFORMATION

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