

Resume of Maimuna Jalloh

**Maimuna JALLOH**

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**Career Objective**

My career objective is to succeed in an environment of growth and excellence: that effectively enhance my working capacities, professional skills, and to serve my organization in best possible way

- with sheer determination and commitment.

**Summary of Skills, Certificates and attitudes**

- Work well under pressure as part of a team
- Polite, respectful, and courteous manners
- Responsible, efficient, and flexible
- Ability to work in a fast-paced, intense environment smoothly
- Ability to elicit confidence and build rapport
- Relates easily with all levels of co-workers and customers
- Moderate verbal and written communication skills
- Work well independently or as part of a team
- Competent and reliable professional committed to top quality work
- Enthusiastic, dependable, self-motivated
- Excellent customer service and works well with people of all ages
- Excellent hand and eye coordination and work a safe manner
- Working with Children Check and Current National Police Check

**Education and training**

**2016 Oct- 2016 Dec**

Certificate III in individual support (Ageing, Home and Community)

**2017 April – 2017 June**

Certificate VI in individual support (Ageing, Home and community)

**2015 June – 2019 December**

Bachelor of Nursing and Midwifery (Western Sydney University)

**2014 Feb – 2015 June**

Diploma in Early Childhood Education and Care (Bedford  
College Norwest Castle Hill)

**2012 Feb – 2013 June**

Certificate I – Preparation for Work and Study Migrant  
Youth Access Course (TAFE Blacktown)

# **Employment History**

**McArthur** Agency Referring I to different childcare listed below

## **July 2016 – 2017 December**

- Alexandria Child Care, Movely
- Children center, KU Honeybee,
- Betty Spears, John Newborn,
- Catholic Care, Lewisham,
- Uniting Care,
- Family low court

t,

**Position:** Educator

### **Duties:**

- Monitors and supervises children keeping them safe and healthy.
- Prepares food and snacks for children and organizes mealtime.
- Helps children maintain good hygiene and changes the diapers of infants and toddlers.
- Plan family activity
- Organizes activities designed to help children learn about their world and develop their own interests.
- Creates schedules to ensure that children have adequate physical activity, rest, and food and intellectual stimulation.
- Watches for any signs of behavioral or emotional problems in children and alerts parents to the problems.
- Keeps records of children's routines throughout the day.
- Introduces babies, toddlers and small children to basic concepts like reading and sharing toys.
- Works with children on language skills and creative activities like art, music and dance

## **Bupa Aged care**

**November 2016 – Dec 2016**

**Position: Assistance In nurse**

### **Duties:**

- Showering
- Making bed
- Manual handling
- Oral hygiene
- Taking BP
- SP O2
- PL
- Assessment chart
- Meal assistant
- Elimination

## **Randstad Education**

**September 2015 – November 2015**

**Position: Educator**

### **Duties:**

**Provide support to the children**

- Monitors and supervises children keeping them safe and healthy.
- Prepares snacks for children and organizes mealtime.
- Provide support to children for communication skills
- Helps children maintain good hygiene and change the diapers of infants and toddlers.
- Organizes activities designed to help children learn about their world and develop their own interests.
- Creates schedules to ensure that children have adequate physical activity, rest, food and intellectual stimulation.
- Watches for any signs of behavioral or emotional problems in children and alerts parents to the problems.
- Keeps records of children's routines throughout the day.
- Introduces babies, toddlers and small children to basic concepts like reading and sharing toys.
- Works with children on language skills and creative activities like art, music and dance

**2017 April ongoing**

**Concord Repatriation General hospital**

**Position AIN**

**Duties:**

- Assistance patient with shower and personal cares
- Assistance patient during mealtime
- Documentation
- Completing patient admission form
- Manual handling
- Assistance patient in palliative care

**July 2016 – October 2017**

**McArthur Agency (work in Different home) Rosebery, Epping, Wentworthville, Macquarie Park and North Rocks.**

**Position support worker**

**Duties:**

- Personal care – showering, dressing, toileting
- Meal preparation
- Social support and companionship
- Domestic assistance
- Assistance client with medication
- Supervisor client
- Involve client in community
- Documentation client medication

**KinderCare Learning Centre (Work experience)**

**Position: Educator**

**Duties:**

- Planning weekly activities for 3-5 year old kids
- Interact and care effectively for the needs of children, including in health, hygiene and safety.
- Create curriculum and implement

- Lead craft sessions with children
- Coordinate sports/activities
- Works with children on language skills and creative activities like art, music and dance

### **Belle View Restaurant, Conakry Guinea**

**Jul 2009 -Mar 2011**

**Position: Apprentice in Hospitality**

#### **Duties:**

- Escorting customers to their table and arranging their seating.
- Presenting and explaining menus to customers
- Answering queries regarding restaurant items and informing them of daily specials.
- Taking food/drink orders and conveying them to kitchen staff.
- Providing excellent customer service
- Worked closely with restaurant staff to ensure that orders were served in an efficient manner
- Orders were assembled properly in the kitchen and delivered to customers in a timely manner.
- Verified customer satisfaction.
- Presenting desserts upon completion of main meal.
- Collecting payment and thanking customers prior to their **exit**

### **Hobbies**

- Reading
- Watching movies
- Cooking and creating menus,
- Zumba
- Fitness exercise

#### **Referees**

**Name:** Ms Jackie DE Abreu

**Organisation:** KinderCare

**Position:** Centre Director

Contact: (02) 96228214

**Name:** Katie Tutill

**Organisation:** McArthur Agency

**Position:** Consultant Early Childhood Education

**Contact:**

**Name:** Sonia Sobonie

**Organisation:** Bupa aged care (Baulkham Hills)

**Position:** RN

**Contact:** 0402218805

