

Name

Street

Town

Postcode

E-mail

Telephone: mobile:

PERSONAL PROFILE:

I am an honest, friendly, motivated person with the ability to prioritise and organise workloads. I am both flexible and reliable and have a professional approach to the workplace. I have the ability to work on my own initiative and as part of a team. I am committed to personal development and training as part of my career development.

KEY SKILLS:

- Communication Skills
- And two more
- Bullet Points

EMPLOYMENT HISTORY:

1066 – 2005 Position (Short-term contract)
Company Name and Address including Postcode

Main duties of employment:

- Liasing with high-profile customers and company directors.
- Providing personal care to people with learning and physical disabilities
- Maintaining confidential documents and dealing with telephone queries
- Assisting qualified staff carry out their duties
- Handling cash and financial records

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1066 – 2005 Position (Short-term contract)

Company Name
Address including Postcode

Main duties of employment:

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- Providing personal care to people with learning and physical disabilities
- Maintaining confidential documents and dealing with telephone queries
- Assisting qualified staff carry out their duties
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EDUCATION AND TRAINING:

- 2011** **Care Assistant Training**
Athena Training UK
Suite 3, 13 Sheppey Gardens Dagenham, Essex RM9 4LD
Three week theoretical Introduction to Care course, including modules on: Mental Health, Health & Safety, Control of Infection, Manual Handling Awareness, Disability Awareness, Confidentiality & Record Keeping, the role of the key worker and Care Planning. Includes a ten-week work experience placement.
- 2011** Appointed Persons Basic First Aid Certificate – Athena Training UK
- 2011** Foundation Certificate in Food Hygiene – Chartered Institute of Environmental Health
- 2011** Care Training Certificate – Athena Training UK
- 2008** **Course Taken**
College and Address
Details of course, qualifications etc.
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ADDITIONAL INFORMATION:

As part of the requirements of my training with Athena Training UK I have undergone an Enhanced Criminal Records Bureau, Police Check, a copy of which is available with my references on request. [Courses the client intends to undertake and other relevant things like being a school governor or a magistrate. Full driving license etc. Also any reason for employment gaps.]

HOBBIES AND INTERESTS:

Reading a wide range of literature and modern music. Socialising with my friends and travel.

REFERENCES:

Available on request.