

Shriya Aujla-Williams

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Address: 49 Albert Street, Unanderra, 2526

I am a keen and enthusiastic 21 year old female looking for a part-time employment. I have previous work experience in retail, POS, bar (I hold RSA and RCG certificates) and nursing. I am reliable, resilient, and readily take on constructive feedback.

I also have experience with animals through my own pet care business and am currently completing a diploma of vet animal care. I have also gained business, administrative, and bookkeeping experience through building my business.

Customer service is a strong point for me as I have seen the benefits of putting customers first in a range of workplaces and I also value the importance of working as part of a team to being vital to maintaining an efficient workplace.



Work experience:

King Street Dental, Dental assistant, Warrawong NSW

Dental assistant

July 23 – Oct 2023

I work at King Street Dental as a dental assistant where I am responsible for managing the care of a wide range of patients and assisting the dentists.

Duties:

- Ensuring the cleanliness of surgeries are maintained
- Providing patients with care and ensuring they are comfortable
- Assisting the dentists in cleans, fillings and other dental procedures
- Taking X-rays
- Noting and charting for the dentist during check ups.
- Dental reception duties when needed

RSPCA NSW animal attendant, Illawarra Shelter NSW

Casual animal attendant

March 2023 – July 23

I worked at RSPCA NSW as an animal attendant casually (8-16hrs weekly) where I was responsible for managing the care of a wide range of animals from household pets up to farm animals.

Duties:

- Ensuring the cleanliness of cages are maintained,
- Providing animals with food and administering required medications,
- Assisting the veterinarians in performing health checks and in consultations over specific animals which are presenting as unwell,
- Carrying out regular observations (e.g., weights and behavioural assessments)
- Noting and reporting changes to behaviour or concerns.

Shriya's Pet Sitting Services, Unanderra NSW, Sole Trader

Owner, pet sitter and carer

Nov 2022 – current

I started my own business providing pet sitting services last year to supplement my income and to build upon my skills following my decision to pursue a career in the field of animal care.

Duties:

- Manage the running of the business, including administrative tasks, acquiring new clients, invoicing, and budgeting,
- Providing a high-level of care to the animals through playing, exercising, giving affection and attention.
- Following owners' instructions regarding diet and medications as these can vary greatly.
- Communicating with owners both beforehand (arranging times, expectations, etc.) and during (to provide peace-of-mind regarding the animal's well-being).
- Maintaining a professional online presence for the business.

Spendless Shoes, Shellharbour NSW

Casual Retail assistant (3-6hrs weekly)

Jan 2023 – March 2023: left due to needing insufficient hours available

I worked at Spendless Shoes Shellharbour as a casual retail assistant.

Duties:

- Providing customer service as a priority by assisting customers in finding what they are looking for, providing advice, and in completing transactions (purchases and returns).
- Organising stock and maintaining order and cleanliness in the store.
- Providing hourly budget reports to contribute to meeting weekly targets

- Responsibilities for opening the store: setting up displays, counting float, readying the computer systems.
- Working with team members to maintain the balance between serving customers and completing other tasks.

University Workplace Experiences:

Student nurse, University workplace experiences

Port Kembla Hospital: Oct 10 – Oct 21, 2022

Student nurse, initial University workplace experience: attending to patients; assisting with patient hygiene; taking vital signs of patients.

I learned how to put my nursing skills into a clinical context and use the RN standards of practice at a hospital.

Shellharbour Hospital, Aged Care Ward: Oct 24 – Nov 4, 2022

This placement was more in-depth. I carried out skills such as aseptic no touch wound care, medications (excluding S4 and S8), vital signs, blood glucose tests, ECGs, bladder scans, and urinalysis tests.

Other previous experience:

The Harp Hotel, Wollongong New South Wales Australia:

Bar attendant

Dec 2021 – Jun 2022

Domino's Pizza, Figtree New South Wales Australia

Delivery driver

Jun 2021 – Mar 2022

Ava Dance Studio, Berkeley, New South Wales Australia

Volunteer student teacher

Oct 2021 – Mar 2022

Shuashan Indian Restaurant, Shellharbour New South Wales Australia

Waitress

Oct 2020 – Jan 2021

Casey's Toys, Wollongong New South Wales Australia

Retail assistant

Oct 2019 – Apr 2020

Education:

Online Courses Australia, New South Wales Australia

Certificate of animal care and assistance/ diploma of veterinary nursing and assistance

Dec 2022 – present

University of Wollongong, New South Wales Australia

Bachelor of Nursing

Feb 2022 – Dec 2022 (withdrawn to pursue a diploma of veterinary nursing, certificate 4 in animal care and a certificate 4 in zoology and wildlife care).

Illawarra Christian School, New South Wales Australia

Higher School Certificate: Feb 2020 – Nov 2021

Completed my HSC securing an early entry offer to study nursing at UOW.

Subjects: Standard English, Standard Maths, Biology, PDH/PE,
Community and Family Studies

Skills:

- RSA/RCG qualified
- Communication
- Active listening
- Customer service
- Leadership
- First Aid certificate

- Animal first aid certificate

References:

Angela Vladys – Head Coach- Ava Dance Centre – 0428232623

Danielle Lawrence – Registered Nurse – NSW HEALTH – (02) 4295 2883
Danielle.lawrence@health.NSW.gov.au

Janelle Kalkan - Shelter Manager- RSPCA NSW- 0459935507