



# RESUME

## Charley Cain

2 Lacey Place  
MILLARS WELL WA 6714  
Mobile: 0477 656 851

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### EDUCATION

|      |  |
|------|--|
| 2010 | Regis Como House 'in House' medication competent               |
| 2010 | Certificate IV Health Science                                  |
| 2009 | Certificate III Aged Care                                      |
| 2007 | Certificate III Business                                       |
| 2006 | Graduated Year 12<br>Newton Moore Senior High School – Bunbury |

### EMPLOYMENT HISTORY

|                 |  |
|-----------------|--|
| 2021 – current  |  |
| 2020 – Dec 2021 | Karratha Central Apartments<br><b>Housekeeper</b><br>Linen count<br>Make high quality bed<br>Clean kitchen and bathroom<br>Vacuum and mop<br>Stock amenities and trolley                             |
| 2018 – current  | Cherratta Lodge<br>Lot 550 Cherratta Road, KARRATHA<br><b>Utilities</b><br>Major duties:<br>Dining room attendant<br>Kitchenhand<br>Laundry<br>Nightwatch Security<br>Administration<br>Housekeeping |



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**2009 – 2011**

Regis Como House  
36 Talbot Ave, COMO

**Assistant in Nursing**

Major duties:

- Personal, physical and emotional support
- Helping with daily living, personal care, hygiene and mobility
- Food preparation and feeding assistance
- Medication administer – prepare, monitor and record
- Maintain all care records in accordance with company policy
- Competent in manual handling equipment to assist residents with limited mobility

**2007 – 2009**

Goldline Financial Services  
71 Forrest Ave, BUNBURY

**Receptionist/ Administration**

Major duties:

- Incoming and outgoing Mail
- Data entry
- Answer incoming phone calls
- Process financial documentation
- Organise & prepare prior client
- Upkeep of income and outgoing emails/faxes
- Minutes for Meetings
- Regular Newsletters
- New Client Documentation
- Monitor inventory of office supplies and purchasing of new stationary

**2006 – 2009**

Woolworths  
South Bunbury

**Checkout and Stocking**

- Customer service
- Grocery packing
- Money handling
- Stocking shelves

**SKILLS**

- Current WA C Class driver's license
- Computer and IT savvy
- Excellent written and verbal communication skills
- Organised and time management skills
- Customer Service expertise
- Motivated
- Loyal and professional



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### REFEREES

Dexie  
**Character Reference**  
**0400419294**

Harry  
**Manager Karratha Central Apartments**  
Mob 61467650248

Mr Michael Wallis  
**Assistant Manager – Cherratta Lodge**  
Mob: 0447 770 901  
Email: [manager@cherrattalodge.com.au](mailto:manager@cherrattalodge.com.au)

Mr Steve Mullen  
**Manager – Cherratta Lodge**  
Mob: 0411 298 813  
Email: [manager@cherrattalodge.com.au](mailto:manager@cherrattalodge.com.au)

Mrs Leanne Moir & Brett McGuire  
**Business Owners – Goldline Financial Services**  
Work: 9791 8772

Mrs Catherine Holland  
**Facility Manager – The Association for Christian  
Senior Citizens Home W.A. Inc**  
Mob: 0400 627 901

Ms Karen  
**Former Supervisor / Manager – IGA South Bunbury  
(previously Woolworths South Bunbury)**  
Work: 9795 1169