

Caroline Maina

Contact

01733 797717

ajones@citycollegepeterborough.ac.uk

Personal Profile

I am a motivated and punctual individual with a positive work ethic. I enjoy working as part of a team, but can also work independently. I am approachable and have a can-do attitude. I am a very hands on person and I am confident in my abilities. I am looking for a new and exciting work opportunity ideally in the health and care sector as I thoroughly enjoy helping and supporting people. I feel I have many transferable skills that could be utilised in such a position and I have completed my NVQ Level 2 in care.

Key Skills

- Adaptable
- Punctual
- Reliable
- Empathetic
- Organised

Please click to view my digital video CV: <https://vimeo.com/269360197/22af9f5dc4>

Employment History

Actively Seeking Employment

I am currently seeking a new employment opportunity and have been searching for suitable jobs at my local Job Centre. I have enrolled on the Digital CV project to allow me to showcase the skills I have and to work on my self-development and work readiness. I am looking for a new and exciting work opportunity where I can use my existing skills set and build upon them.

Single Parent – 2001 / 2018

During this period, I was single parent to my child. I was responsible for planning, budgeting and preparing balanced and nutritious family meals. My duties also included all the housekeeping duties from washing and ironing to keeping up to date with all the family finances. I also completed tasks regarding the upkeep and maintenance of the house to enable me to provide a safe and clean environment. I would also provide educational support, and help with reading and homework and encouraging learning within the home. Leading by example was a large part of being a full-time parent and this required me to demonstrate strong family values and exercise independent judgement and initiative. I would also need to think and act quickly and use my initiative before taking action. Being a full-time mother also requires excellent organisation and time management skills to ensure everyone is where they need to be, and that tasks are completed on time.

Cleaner – 2000 / 2001

During this time, I was working for various employment agencies carrying out cleaning contracts. I was responsible for cleaning hospital wards in the Swindon area. I had to make sure high levels of cleanliness were adhered to at all times. I would mop, Hoover and use industrial buffing equipment to clean the floors. I would also empty the bins and help make the beds in the patients' room. In this role I had to have a good understanding of health and safety and COSHH as I was constantly using a wide range of cleaning chemicals.

Carer – 1997 / 1999

While working as a carer I was providing care for elderly residents in a residential care home. I would assist with personal care and also with personal hygiene. I would support the residents if they needed help to get dressed in the morning. I would also help at meal times and would offer assistance to the residents if needed. This was a very hands-on role and I often had to use hoists when bathing the clients. It was important to treat the clients with respect and dignity at all times. Safeguarding was also important in this role and if I ever had any safeguarding concerns I would raise them with my supervisors immediately and make a note in the client's care plan.

Education

City College – 2011

- Adult Literacy and Numeracy

Care Project – 1996

- NVQ Level 2 in Care

Rabel School of Hairdressing and Beauty Therapy

- Diploma in Beauty Therapy

Ruiru High School – 1989 / 1993

I was educated up to GCSE Level in subjects such as:

- English
- Maths
- Science

Hobbies and interest

In my spare time I enjoy spending time with my son and socialising with my friends. I also reading and getting involved in social activities at my local Church.

References available on request