

TERESA DAWKINS CV

Personal Profile

I am an approachable friendly person who relates well with others. My team ethic is strong and I endeavour to give a high level of performance in all tasks undertaken.

Skills & Capabilities

- **Excellent communication skills**
- **Accurate record keeping and reporting**
- **Punctual**
- **Empathetic to clients and their families**
- **Can implement common sense and own initiative whilst problem solving**
- **Aware of Health & Safety in the workplace and adhere to the standards required**
- **Experience with guiding, training and supervising employees**

Education

1984 – 1987 Carisbrooke High School, Newport Isle of Wight

C.S.E. Subject

Grade

History	4
Geography	4
English Literature	3
Integrated Science	2
Social Religious Studies	2
French	3
Royal Society Music	Pass

Training

- **2019 Level 5 Health & Social Care diploma – started April 2019**

- 2019 Prevent
- 2019 Infection Control
- 2019 Dementia
- 2019 Health & Safety for managers
- 2019 Safeguarding vulnerable adults/children for managers
- 2019 Food Hygiene
- 2019 Mental Capacity Act & DOLS
- 2019 Health & Safety and COSHH
- 2019 First Aid
- 2019 Fire Awareness
- 2019 Falls Prevention
- 2018 Safeguarding Vulnerable Adults
- 2018 Common Health Conditions
- 2018 Challenging Behaviour
- 2018 Manual Handling
- 2018 Medication Training
- 2017 Stoma Training
- 2014 First Aid
- 2009 NVQ 4 Health & Social Care
- 2008 Blood Glucose Monitoring
- 2008 Eyes & Ear Drop Training
- 2007 Food Hygiene
- 2007 Health & Safety in the Workplace
- 2007 NVQ 3 Health & Social Care
- 2007 Leadership & Supervisory Skills
- 2006 Advanced Medication Training
- 2005 Infection Control
- 2005 Introduction to Mental Health
- 2005 Abuse Awareness Training

Employment History

- 2011 - Present Self employed PA**
Duties: Personal Care, administration of medication, fluid & nutrition, care planning, risk assessments, multi-disciplinary meetings, liaising with other professionals, reviews, supervisory role.
- 2009 - 2011 Team Leader**
Duties: Hands on care, supervision attending reviews, care planning multi – disciplinary meetings, supervision, risk assessments
Wight Home Care
- 2007 - 2008 Care & Support**
Duties: To provide care to clients within the community
**Wight Home Care
The Prince Consort
Ryde IOW**
- 2004 - 2007 Senior Carer**
Duties: Ensuring the shift ran correctly & efficiently administration of medication
**The Croft RH
Hooke Hill
Freshwater IOW**
- 1998 - 2004 Bank**
Duties: Personal care, 1:1 care Medication, fluid & Dietary intake
**The Croft RH
Hooke Hill
Freshwater IOW**
- 1996 - 1998 Bank**
Duties: Personal care medication, fluid & dietary intake
**The Croft RH
Hooke Hill
Freshwater IOW**
- 992 - 2003 Deputy Manager**

Duties: Started as sales assistant P/T, worked up to Deputy In 1997 F/T, stock control Cash control, booking in Deliveries, sales of wines & spirits, joint licence Holder

**Victoria Wine
Avenue Road
Freshwater IOW**

1989 - 1992 Checkout Operator

Duties: Checkout operator, serving customers, cash handling

**Gateways
School Green Rd
Freshwater IW**

1987 - 1989 Chalet Cleaner

Duties: Ensuring that chalets are clean and ready for guests

**Fort Warden
Holiday Camp
Totland IOW**

Interests

- Spending quality time with my family
 - Music
 - Quizzes
 - Learning, furthering my knowledge
 - Reading
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References

Available on request