**Elizabeth Joseph**

**209 Sansom road, Leytonstone , London, E11 3HG**

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**Personal Profile**

* An active and talented individual with enthusiasm to achieve in all endeavours. Known to be polite and helpful to people regardless of differences. Looking forward to supporting the employer’s objectives and exhibiting an excellent team player skill.

**Key Skills**

* Excellent communication, organizing and problem solving, accurate and fast keyboard skills (IT skills), literacy and numeracy skills, html, css, javascript

**Work Experience**

* Southend University Hospital- University placement. Student Nurse February, March 2018, October, December 2017, June, August 2017

**Duties and responsibilities:**

* Talking to patients; tidying up the ward, handling admission and discharge process; Medication management; communicating with the Multi-disciplinary team; doing handovers; carrying out observations; preparing patients for surgery; meeting the needs of patients

**Forest View Care Home- Work experience placement. Care Assistant Sep- Dec 2015**

**Duties and responsibilities:** Caring and supporting the elderly.

* Premier inn hotel (London City Tower Hill) Front of house- Waitress. **Jul 2015**

**Duties and responsibilities**: General customers care; attending to guests/visitors, supporting colleagues as required; helping to keep the hotel neat and organized.

* Redwood Preschool – College placement. Teaching Assistant **Jan - May 2015**

**Duties and responsibilities**: Assisting the teaching staffs in the classroom; reading to the children; helping to tidy the classroom up; watching the children in the playground.

* Tinkerbells Day Nursery – College placement. **Nov – Dec 2013**

**Duties and Responsibilities:** Supporting the nursery teachers; assisting the children with tasks in the classroom; ensuring the safety in the playground; complying with health and safety by reporting and recording near misses and accident.

* British Heart Foundation Shop – Voluntary Shop Assistant **Jul- Aug 2013**

**Duties and Responsibilities:** Assisting and helping customers, attending to incoming phone calls, helping the staffs to sort out, steam and tag clothes.

* Qazi and Sons - Personal Assistant – Work placement **Oct 2012**

**Duties and Responsibilities:** Attending to telephone enquiries; customer care; filing and word processing of confidential documents; sorting posts and calculating VAT.

* Celestial Church of Christ – Sunday School Assistant **Sept 2012 to Present**-

Voluntary role

**Duties and Responsibilities:** Supporting babies and toddlers in play activities; tidying up the play areas; reading and narrating stories to children; helping with Sunday school registers and other administrative duties.

**Training**

Working as a door supervisor **Jun 2016**

World Host – presentation and hospitality; Health and safety. **Jun-Jul 2015**

**Education**

* **Anglia Ruskin University September 2016- March 2017 Leyton Sixth Form September 2013 - June 2016**

**Connaught School for Girls** **September 2008 - June 2013**

**Qualifications**

* Year 1 Adult Nursing
* Health and social care- BTEC Level 3 Distinction\*\*\*
* Health and social care- BTEC Level 2 Distinction
* Mathematics GCSE (C)
* English Language GCSE (C)
* Religious Education- GCSE (B)
* Science – BTEC Distinction\*
* Information Communication Technology OCR (Merit)
* French – NVQ (Pass)

**Awards and Achievements**

* CSS- CCA (Pass)
* HTML-CCA (Pass)
* Javascript- CCA(Pass)
* JQuery- CCA (Pass)
* Bootstrap-CCA(Pass)
* APIS
* QMUL Award- Bronze and silver
* Star pupil of the year Award
* Bronze Arts Award 2013

**Interests and Activities**

Reading; travelling; caring; running; singing; learning; cooking; baking; sports; charity work; team playing; playing leadership roles