

Natalie Carrett

EXPERIENCE

Statom Group – Thurrock, Essex – Structures Administrator

July 2023 - March 2024

- Ordering of tools across 40+ sites to meet the team's needs and requirements and finding the best price to increase profitability.
- Completing weekly plant reports for the board of directors.
- Problem solving and invoice queries.
- Communicating with site managers and giving the best service possible to meet the businesses needs.
- Managing the off hire processes and ensuring all items no longer required were met in a timely manner to be most cost effective for the business.
- Exchanging or organizing repairs of products to ensure minimal loss of productivity was felt by the teams.
- Organization of transport of hireable and purchased assets for delivery, transfer or replacement.
- Liaising with the yard team and managing the stock control of assets.
- Management of certification for products on hire or awaiting hire and distribution to clients and site teams.
- Documentation handling, filing and querying.
- Taking of meeting minutes and distribution to all

CRG Medical Services – Thurrock, Essex – Custody Nurse

June 2022 - June 2023

- Maintained exceptional records in Police system ATHENA as well as CRG Medical system.
- Produced, handled and maintained sensitive records.
- Monitored patient pain and discomfort to assess needs and requirements, following up with regular monitoring of progress.
- Partnered with patients and family members to deliver current, accurate information about conditions and care.
- Administered oral, topical and intravenous medications based on patient symptomatology and treatment plans.
- Administered pain medication and prescribed drugs orally and through injection. Conducted regular patient assessments to determine changes required to care plans.
- Assessed detainee risk of withdrawal due to drug and alcohol usage and medicated as required.
- Consulted with health professionals across disciplines to coordinate successful treatments.
- Inspected, cleaned and dressed patient wounds for optimum healing.
- Demonstrated empathy, kindness, respect and dignity for patients through collaborative care.

PERSONAL PROFILE

I am a self-motivated, keen and hardworking individual who thrives under pressure both on my own and within a team. I believe my biggest attributes are my reliability and my adaptability. I am currently looking for a new challenge and I am always eager to learn new skills and experience new industries.

CONTACT DETAILS

Grays

Essex

RM16 4ED

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07814109525

SKILLS

Excellent level of skill of microsoft office

High standard of administrative skills

Knowledge of asset management systems

Comfortable ability to work under pressure and meeting deadlines

Exceptional telephone manner

Adaptability to work solo or as part of a team

Confident in building relationships with suppliers, colleagues

Quick and keen learner

Nelft – Thurrock, Essex – Community Staff Nurse

April 2020 - May 2022

- Maintained exceptional records in NHS SystemOne software.
- Trained staff members in catheter and continence care, wound care and intravenous drip administration.
- Instructed patients and family members on daily tasks and care needs to improve continuity of care.
- Face to face addressing and answering questions for families regarding patient treatment, health and progress.
- Monitored patient pain and discomfort to assess needs for therapies or painkilling drugs.
- Followed care and rehabilitation plans set by doctors.
- Administration of oral, topical and intravenous medications based on patient symptomatology and treatment plans.
- Performed in-home call outs for patients with chronic and long-term illnesses.

Care Manorcourt Care – Thurrock, Essex – Community Staff Nurse

June 2014 - September 2017

- Cared for patients who may require additional help with regards to washing and dressing.
- Medication administration.
- Provide food and drink to those who are unable to provide this for themselves.

Bibby Distribution Ltd – Thurrock, Essex – Administrative Assistant

May 2005 - March 2007

- The booking of deliveries.
- Recording the deliveries booked in
- Understanding of delivery notes and maintaining a FIFO list for perishable goods.
- Maintain and use databases.
- Design and create complex documents for distribution.
- Design and create presentations to improve services.
- Telephone consultations and diversion where required.

Format Interiors – Grays, Essex – Receptionist

July 2003 - September 2004

- Answering telephones, distributing messages and answering enquiries.
- Documentation and support to admin staff.
- Manage own work and development for progression.
- Researching, preparing and presenting information on current competing companies.
- Using databases to produce documents and slideshows for presentations.

EDUCATION

Anglia Ruskin University – Chelmsford, Essex

2020

Bachelor of Science: Adult Nursing Bachelor of Science with Honors – First class degree obtained

South Essex College – Grays, Essex

2016

Access to higher education – Distinction

Thurrock Technical College – Grays, Essex

2003

NVQ Level 3 Administration – Distinction

REFERENCES

References available on request