

LAURA SHEPHERD

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EDUCATION

University of Leeds, United Kingdom September 2016-June 2017
Exchange program on behalf of the University of Newcastle

University of Newcastle 2013- Graduated 2017
Bachelor of Food science and Human Nutrition

NUTRITION EXPERIENCE

Sydney Adventist Hospital

Nutrition Assistent Permanent Part time (24 hrs p/w)
November 2017- Present

Accountabilities:

- Accurate generation of personalised and diet specific menus to inpatients and for the distribution and collation of these.
- Assisting patients with their meal selections according to their dietary, social and physical needs.
- Liaising with the Dietitians and Nursing staff regarding patients' dietary requirements and dietary status to ensure accurate and up to date patient information.
- Processing of menu information, generation of timely tallies and reports for the food and diet production areas.
- Ensuring patients' dietary records are kept up to date via the diet ordering system and the CBORD Computer System and that patients' meals are compliant with restrictions.
- Supervision of patient meal trayline for compliancy.
- Processing of information to provide accurate details to Food Services which ensures an efficient and effective meal service.
- Complete clinical nutrition support tasks, including the nutrition care of all patients assigned to the care of the dietitian assistant.
- Involvement in nutrition screening, nutritional rehabilitation and medical nutrition therapy of patients in acute care, outpatient care, ambulatory care, rehabilitation and mental health.
- Work together as a team with a dietitian to provide quality care for patients.

Western Sydney Local Area Health Service

Support Leader at Greystanes Public School & Stanhope Gardens Go4Fun Program's
First term January 2017-Present (3-6 hrs p/w)

Accountabilities:

- Provide leadership in delivering the course content to participants appropriately and effectively.

- Be responsible for leading the education and activity components of the Mind/Nutrition or Exercise session of the Go4Fun program in accordance with the course curriculum.
- Assist in setting up and packing up Go4Fun equipment, programme resources and that of community venues used to deliver the programme.
- Assist the Programme Coordinator to coordinate the Go4Fun Programme as required.
- Participate in regular feedback to the group and the Programme Coordinator regarding progress of participants and the delivery of the programme.
- Maintain the confidentiality of participants' personal details and privacy of clients' files during and after the programme.
- Act in the best interest of the children and parents attending the Go4Fun Program and be sensitive in communication to the issues faced by overweight and obese children and their carers.

Western Sydney Local Area Health Service
 Healthy Children's Initiative Project Support Officer
 Part time (16 hrs p/w)

Accountabilities:

- Provide a high level of clerical and administrative support to senior and health promotion officers working within Health Promotion and the Healthy Children's Initiative within deadlines and under limited supervision.
- Provide administrative services to the Healthy Children's Initiative (HCI) Coordinator and HCI Health Promotion Officer staff including but not limited to word processing, data entry, laminating, photocopying, filing, faxing, emailing and compiling of documents.
- Set up and management of mailing lists and mail merges
- Set up and maintenance of electronic databases
- Source venues and make bookings for programs and workshops
- Coordinate registrations for program related workshops (eg Live Life Well @ School and Munch & Move)
- Assist with participant registration for programs including registration confirmation calls (eg Go4Fun)
- Assist with data entry of PHIMS following training and workshops (e.g. PDHPE network participants, ACHPER conferences and Munch& Move training)
- Organise participant packs for workshops and training (e.g. PDHPE networks and Munch & Move workshops)
- Prepare and distribute GP and family reports for Go4Fun
- Process invoices and maintain budget records in program databases
- Organise and restock program kits, participant kits, sports equipment & incentives each term for Go4Fun programs

Northmead Early Education Centre
Receptionist, Administration and Wait list Officer
Permanent Part time (20-40 hrs p/w)
June 2012 -August 2016 (4 years)

Accountabilities:

- New child care enrolments, Waitlist and general enquiries, responsibility for maintaining the centre waiting list, allocating places of internal and external Wait Lists and ensuring Wait List is maintained and kept up to date alongside centre tours.
- Greeting parents and children, provide and maintain a high level of customer service in the regular written and verbal information provided to families regarding service provision and encourage family involvement.
- Maintain records in accordance with centre policies and licensing regulations, filing of all documents and records.
- Weekly accounts, outstanding accounts, bonds and new enrolment fees.
- Provide a range of administration support to Manager, Director and Educators including assisting in the development of strong team work skills.
- Assist with the delivery of tactical and operational projects including centre events and educational experiences.

COMMUNITY INVOLVMENT

- Volunteering as part of the WOOFING Program (Working on Organic Farm) (2 weeks) (2017)
- Volunteering at Yorkshire annual Vegan Festival (November 2016 & June 2017)
- Responsible Service of Alcohol Certificate (2015)
- Participation in the Live Below the Line Appeal (2015 - 2016)
- Castle Hill Rockets soccer team (2004-2016) Captain for AAL Premier League (2012-2015)
- Participation in the Salvation Army Red Shield Appeal (2011)
- First Aid Certificate (2010)
- William Clarke College Sports House Captain (2010)

REFERENCES

Ann-Marie McConville
Director
Northmead Early Education Centre
(02) 8095 7999

Rhianna Jackson
Room Leader
Northmead Early Education Centre
(02) 8095 7999