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Student ID
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Programme:
CERTHE Business Skills for the
Workplace

Module Code: LCLM 4005

Lecturer Name: Taonga Kaonga Sobere-Snithers

JAMES AZUKA OYIBO

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PERSONAL PROFILE

Compassionate and reliable Care and Support Worker with over five years' experience in health and social care. Committed to promoting dignity, independence and wellbeing while providing safe, person-centred support in residential and nursing home settings.

KEY SKILLS

- Person-centred care and safeguarding

- Supporting individuals with dementia and mental health needs
- Excellent written and verbal communication
- Teamwork and ability to work independently
- Time management and organisation
- Accurate record keeping and report writing
- Confident use of Microsoft Office and CRM systems
- Empathy, patience and professionalism

WORK EXPERIENCE

Senior Support Worker / Support Worker – Tristone Care,

London Aug 2019 – Apr 2025

- Provided safe, caring and supportive environments for vulnerable adults in residential services.
- Acted as main point of contact for families, social workers and other professionals.
- Prepared clear progress reports and updates for local authorities and managers.
- Supervised and supported care staff during shifts to maintain high standards of care.
- Provided emergency and out-of-hours cover to ensure continuity of support.
- Promoted professionalism, dignity and respect in all aspects of care.

Health Care Support Worker (Bank) – Various settings

Dec 2022 – Present

- Supported people with dementia and mental health conditions in care and nursing homes.
- Assisted with all aspects of personal care, including washing, dressing, toileting and feeding.
- Supported residents with mobility, including the use of hoists and other equipment.
- Encouraged residents to take part in social activities and maintain independence where possible.

- Assisted with shopping, light housekeeping and maintaining a safe, clean environment.

Office Administrator – Complete Circle Support Ltd

Jun 2019 – 2020

- Managed office correspondence, emails and telephone calls.
- Organised meetings, appointments and basic staff rotas.
- Maintained records, basic accounts and filing systems.
- Managed office supplies and supported smooth day-to-day

operations. **Receptionist – Fubecca Nigeria Enterprise**

2006 – 2012

- Welcomed visitors and provided a polite, professional first point of contact.
- Handled incoming calls and general enquiries.
- Took meeting minutes and provided administrative support to management.

Administrative Staff – National Youth Service Corps

2011

- Supported administrative tasks including filing, data entry and basic office duties.
- Assisted with communication with internal and external contacts.

EDUCATION

CertHE Business Skills for the Workplace – University of Wales Trinity Saint David, Birmingham

2024 – Present (Ongoing)

CERTIFICATIONS

- Nigeria Institute of Management (NIM) – Graduate Member (2011)

REFERENCES

Available on request.

Cover Letter

Bradwell Hall Nursing Home / Woodview Care Home
Old Hall Drive
Newcastle-under-Lyme
ST5 8RQ

RE: Health Care Assistant Position

Dear Hiring Manager,

I'm writing to express my interest in the posted position of Health Care Assistant at Woodview Care Home and Bradwell Hall Nursing Home. I may work in the UK without sponsorship, and I live in Stoke-on-Trent, which is about 15 miles from my house.

I have been employed in the health and social care sector for more than five years as a Senior Support Worker, Support Worker, and Health Care Support Worker. In these capacities, I have assisted senior citizens, those suffering from dementia, and those with mental health issues in nursing homes and residential settings. My daily responsibilities include personal care tasks like dressing, feeding, toileting, and washing; assisting with activities; promoting mobility with hoists; and keeping the surroundings tidy and secure.

I write concise notes and reports and collaborate closely with nurses and other carers to adhere to care plans. In addition to supervising employees throughout shifts, I have served as the primary point of contact for families and professionals and assisted in handling emergencies and after-hours situations as a Senior Support Worker. My teamwork, time management, communication, and record-keeping abilities have all improved as a result of these experiences, all of which are critical for my position.

I am a dependable, kind, and patient employee that takes pleasure in helping residents preserve their independence, dignity, and general well-being. I am willing to work afternoons, evenings, and nights if necessary, and I am flexible with my schedule. At the University of Wales Trinity Saint David, I am also pursuing a CertHE Business Skills for the Workplace, which is assisting me in improving my communication and organisational abilities.

I would be delighted to speak with you in an interview to discuss my application. I appreciate your consideration of my application.

Yours faithfully,

James Azuka Oyibo

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