

Clara Nowicka

Nurse Assistant · Care Coordinator · Fitness Coach

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DOB: 17.06.1990

PERSONAL STATEMENT

Compassionate care professional with 11 years supporting patients across hospital, home-care and community settings, alongside work as a group fitness coach. Has coordinated care plans, supported daily living, and helped people rebuild strength and confidence. Kind, dependable, and steady in demanding situations.

PERSONAL INFORMATION

Date of Birth: 17 June 1990

Address: Landsberger Str. 480, 81241 München

Driver's License: Class B, D & DE

Availability: Full-time — shift and weekend work

WORK EXPERIENCE

Care Coordinator 2019 – present

Caritas Sozialstation, München

Coordinate home-care schedules and care plans for 60+ clients and a team of 12 carers. Liaise with families, GPs and hospitals. Introduced a digital rota that cut missed visits by 25%.

Nurse Assistant 2013 – 2019

München Klinik Harlaching, München

Supported nursing staff on a busy medical ward: patient hygiene, mobility, observations and documentation. Trained in safe manual handling and first response.

Home Carer 2011 – 2013

Home Instead Seniorenbetreuung, München

Provided personal care and companionship to elderly clients in their homes. Managed medication reminders and daily living support.

Group Fitness Coach (part-time) 2016 – present

Freelance / community centres, München

Lead low-impact and senior fitness classes for groups of 15+. Adapt sessions for mixed abilities and hold a first-aid certificate.

EDUCATION

Ausbildung Pflegefachhelferin (Krankenpflege) — München (2013)

Weiterbildung Pflegedienstkoordination — München (2019)

SKILLS

- Supply chain coordination: procurement, supplier management and delivery scheduling
- Security operations: access control, CCTV monitoring, patrols and incident response
- Plumbing and HVAC basics: repairs, servicing and inspections
- Financial reporting: P&L, cash-flow analysis and month-end close
- Data entry and records management: accuracy, GDPR-compliant handling
- Process improvement: workflow optimisation, cost reduction, KPI tracking and reporting
- Administrative support: diary management, minute-taking and correspondence

LANGUAGES

Spanish	Native
English	C2
Italian	B2

INTERESTS

Nordic Walking · Baking · Gardening · Dancing · Volunteering · Swimming