

Clare O'Neil

A diligent, well-organised university graduate with a Bachelor of Science in Psychology. A Japanese-English bilingual with numerous experiences in customer service and education fields.

EXPERIENCE

Bincho Boss, Melbourne, Australia — Food Server

Oct 2020 - Ongoing

Contemporary Japanese restaurant that focuses on local art, music and food. Required sufficient knowledge on Japanese cuisine and beverages especially Sake, along with great communication skills.

Drake One Fifty, Toronto, Canada — Food Runner

Jan 2020 - Aug 2020

Contemporary restaurant that focuses on local art, music and food. Required sufficient knowledge about the Drake Company, the artworks being displayed and the food

Chotto Matte, Toronto, Canada — Server Assistant

Aug 2019 - Aug 2020

Modern luxury restaurant serving Japanese Peruvian fusion cuisine. Required exceptional knowledge on all ingredients within each dish and about the company.

Melbourne International School of Japanese, Oakleigh South, Melbourne — Teaching Staff

Apr 2018 - Mar 2019

Teaching VCE Mathematical Methods in Japanese to 2 classes of 20 students every Saturday. Created own teaching material, wrote student reports and attended staff meetings.

IMA Project Cafe, Carlton, Melbourne — Front of House Staff

Jul 2018 - Mar 2019

Opening staff at new cafe that won best cafe by Time Out Melbourne 2019 Food awards

Cambridge University Press, North Melbourne — Freelance Test Checking

Jul 2018 - Aug 2018

Checking and Levelling of Questions on upcoming QLD Maths Methods textbook

Maedaya Japanese Restaurant, Richmond, Melbourne — Bartender and Waitress

Jul 2016 - Sep 2018

Japanese Izakaya-style Restaurant specialising in Japanese Sake and charcoal-grill yakitori skewers.

EDUCATION

The University of Melbourne — Bachelor's Degree

2016 - 2018

Bachelor of Science, Psychology Major, Weighted Average H2B (72.542%)

Melbourne International School of Japanese — community language school

2008 - 2014

Japanese supplementary school recognised by the Japanese Government

AWARD

Unsung Hero Award — Chotto Matte Toronto

Won award among approximately 50 staff members for being a diligent and reliable team member (Jan 2020)

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DOB: 25/08/1997

SOFT SKILLS

Team player

Efficiently adapt to different situations

Friendly and approachable

Strong morals and ethics

Diligent and responsible

Enthusiastic learner

Strong communications skills

Positive attitude towards work

HARD SKILLS

Abacus POS system

OpenTable POS system

Microsoft office including Word, Powerpoint, Excel and OneNote

SPSS statistics data analysis

JASP statistics data analysis

Basic HTML

Basic CSS

Responsible service of Alcohol

LANGUAGES

Japanese - Fluent

English - Fluent