

NEVEN SPOONER

OBJECTIVE

A resilient and dependable worker that holds a strong background in customer service and over a year of ongoing experience in warehouse, worksite, and delivery vehicle settings. Confident with working in a team, comfortable with performing rigorous tasks, and exceptional communication skills, creating a highly effective work environment.

EDUCATION

MACQUARIE UNIVERSITY

Bachelor of Information Technology

Feb 2023 – Jan 2025

QUEENSLAND UNIVERSITY OF TECHNOLOGY

Bachelor of Information Technology

Feb 2021 – Nov 2022

PROFESSIONAL EXPERIENCE

RECEPTIONIST – WESTLEIGH VILLAGE MEDICAL CLINIC

Aug 2024 – Present

- Maintaining office cleanliness and restocking supplies
- Handling all emails, faxes, calls, and patients, including incoming and outgoing correspondence
- Ensuring patient records are up to date and correct using Best Practice software

CONSTRUCTION LABOURER – KATANA FOUNDATIONS

Jun 2023 – Aug 2024

- Effectively communicated to ensure job specifications were met
- Safely operated workplace tools and machinery
- Coordinated site preparation for construction vehicle access and operation

CROSS TRAINED CUSTOMER SERVICE – COLLINS FOODS

Apr 2019 – Dec 2022

- Delivered exceptional customer service in a high-volume sales environment
- Trained staff in operating procedures and safety policies
- Assisted with facilities management

DATA CLEANING – TRADE NATION AUSTRALIA

Dec 2018 – Jan 2019

- Detected and corrected corrupt or inaccurate records from various record sets
- Updated various data to match client requirements

INTERESTS

- Japanese Culture
- Volleyball
- Piano
- Reading

REFERENCES

References can be supplied on request.