



## RENEE STECKELBRUCK

Hi, my name is Renee and I am currently seeking to gain full-time employment and am available any day and time due to no further commitments.

I would like to submit my resume in order to provide a more comprehensive insight into my employment history, skills and education and welcome you to contact me regarding my suitability for the job.

I thank-you for reviewing my application and look forward to hearing from you soon.

## CONTACT



0416 466 733



renee\_emilyy@hotmail.com

## EMPLOYMENT HISTORY

### October 2018 – December 2019

- Dental Assistant, Receptionist & Call Centre • 1300Smiles

### September 2017 – October 2018

- Medical Receptionist • Riverway Medical Centre

### October 2016 – November 2017

- Medical Receptionist • My Family Doctors

### 2015 – 2016

- Customer Service Specialist • BIGW

### 2014 - 2014

- Customer Service Specialist & Director of First Impressions • Bunnings

### 2012 - 2012

- Promotions and Sales in Radio • STAR106.3

### 2011 - 2013

- Personal Stylist & Customer Service Specialist • City Beach

### 2010 - 2010

- Personal Stylist & Customer Service Specialist • Cotton On

### 2009 – 2010

- Customer Service Specialist • Woolworths

## EDUCATION & CERTIFICATIONS

### Open Driver's License - CA

- Valid • 2019-2022

### Certificate – Infection Control

- ONLINE • March 2019

### Certificate – Stroke and Heart Attack

- ONLINE • March 2019

### Certificate – Hand Hygiene

- ONLINE – HHA.org • March 2019

### Certificate – CPR (HLTAID001)

- Coral Sea First Aid • 2018

### Certificate – Emergency Life Support (HLTAID002)

- Coral Sea First Aid • 2018

### Certificate – First Aid (HLTAID003)

- Coral Sea First Aid • 2018

### Certificate III – Business Communication Technology

- TAFEQLD • November 2013

### QCE – Year 12

- Pimlico State High School, Townsville • November 2013

### Current National Police Check Certificate

- Australian National Character Check • November 2019

## SKILLS

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Sales Experience  
Exceptional Customer Service  
Excellent Phone Manner  
Meeting Sales Targets and KPI's  
Cold Calling  
Call Centre  
Debt Collecting  
VPD Covered  
EFTPOS, HI-CAPS, Cash Handling  
Administration  
Medicare, CDBS & DVA Claims  
Remittances  
Medical Reception Experience  
Dental Assisting Skillset  
Team Work  
Work Autonomously

Ability to Build Successful Rapports  
Eagerness to Succeed  
Self-Motivated  
Email and Fax Management  
Management of Schedules  
Time Management  
Well Presented and Articulate  
Exceptional Written and Verbal Communication  
Problem Solving and Multi-tasking Ability  
Personal Stylist Experience  
Open Driver's License and Reliable Vehicle  
First Aid Qualified  
CPR Qualified  
Fast & Efficient typer

## REFERENCES

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### PROFESSIONAL

Gillian Wilson  
Call Centre Team Leader  
1300Smiles Dentist  
(07) 4720 1318

Caitlin Mills  
Clinical Co-Ordinator  
1300Smiles Dentist  
0432 391 977

Dr Anupama (Anu) Sankar  
Dentist (B.D.S Certified)  
1300Smiles Dentist  
0422 304 427

Megan Turner  
Administration & Co-Ordinator  
Riverway Medical Centre  
0499 777 552

### PERSONAL

Amy-Louise Stickle  
Character Reference  
0479 059 829

Ryan Abdul  
Character Reference  
0449 990 569