**HAZEL MACNAMARA**

Address: 256 Boireann Bheag, Roscam, Galway

Telephone No: 086 - 4013639

Email: hazelrmac@gmail.com



**PROFILE**

Enthusiastic, flexible, open-minded, with a willingness to learn. I am a good team player, and also work well independently.



**WORK EXPERIENCE**

**Anthony Ryan’s**

 **Retail Sales Assistant December 2021 - Present**

Primary responsibilities:

* Managing deliveries, ensuring the correct quantities and descriptions.
* Providing outstanding customer service, including specialised one-on-one service to those who need it.
* Assisting is the training of new staff, including on the use of cash registers.
* Managing complex till transactions.
* Closing the till at the end of the day, ensuring that all cash and card transactions are included.

**HomeStore + More**

**Retail Sales Assistant November 2020- January 2021**

Primary responsibilities:

* Ensuring shop was kept clean and presentable at all times.
* Providing outstanding customer service.
* Dealing with customer queries quickly and efficiently.
* Monitoring number of shoppers in the store in order to abide with Covid-19 guidelines.
* Managing cash, card and return transaction on the tills.

**Galway Bay Hotel**

**Food and beverage assistant August 2019- November 2020**

Primary responsibilities:

* Ensuring the safe handling of food and beverages in a fast paced, high-pressure environment.
* Assisting in the training of new staff.
* Making barista style coffees
* Ensuring every need of the guest is met.

**Campa Cappagh August 2017**

**Youth Activity & Gaeilge Instructor Assistant**

Primary responsibilities and achievements included:

* Assisting with the explaining and conducting of activities - creating and explaining various activities through Irish to the children and helping improve their Irish through participation in these activities.
* Supervision of children and arts and crafts assistance - supervising children at lunch time in a nearby playground and providing one-on-one assistance during arts and craft activities where required.

**Stretch & Grow July 2016-2018**

**Youth Health & Fitness Instructor Assistant**

Primary responsibilities and achievements included:

* Assisting with the teaching of health and fitness classes – helping settle children into the summer camp and assisting with individual children in classes where one-on-one help was needed.
* Supervision of children - supervising children at break time and assisting with additional children’s activities.

**Childminding June-July 2015**

Primary responsibilities and achievements included:

* Health & Safety – ensuring a safe environment for the children
* Food Preparation - ensuring the two children had a varied and healthy diet.
* Supervision of children – supervising children during the day, and playing a variety of games and activities with them

**Leaflet Distribution May & December 2014**

Primary responsibilities and achievements included:

* Leaflet Delivery – delivering leaflets for local beauty business in the summer and at Christmas time.



**TRANSITION YEAR WORK PLACEMENTS**

**Petworld, Galway December 2016 & Feb 2017 Shop Assistant**

Primary responsibilities and achievements included:

* Stock taking – cross checking spreadsheets for stock available
* Shelf stacking – ensuring adequate supplies were available on the stock floor
* Hygiene Maintenance – cleaning of small animal enclosures on a daily basis

**Centre for Disability Law & Policy,**

**& International Office, NUI Galway October 2016 Administrative Assistant**

Primary responsibilities and achievements included:

* Administration – supporting the activities of the Head of Strategic and Business Development in the Centre for Disability Law & Policy, and the International Mobility Manager in the International Office.
* Document Preparation - typing of email and letter correspondence. Researching and presenting of data as required



**EDUCATION**

 **Third level**:  **National University of Ireland, Galway**: **2019-**

 Bachelor of Law and Business.

**Post Primary: Coláiste Iognáid JS, Galway 2013 - 2019**

**Junior Cert Results** (All Honours level):

Irish: B, English: B, Maths: C, Business Studies: B, History: B, Science: C, Religion: B, Technical Graphics: B, Geography: B, Civic Social & Political Education: B, French: B

**Leaving Cert Results** (All Honours level): Irish: H2, English: H3,

 French: H3, Maths: H6, Geography: H3, Biology: H4

**Primary Education: Scoil Iognáid JS, Galway 2005 – 2013**

**Rowing Coaching**

**Course: Rowing Ireland 2014**

Level 1 Rowing coaching skills and techniques

**Surf Lifesaving: Irish Water Safety, Galway 2013**

Lifesaving techniques and skills



**INTERESTS AND ACHIEVEMENTS**

* Current rowing coach to first- and second-year rowers of the Coláiste Iognáid Rowing Club
* Current member of NUIG rowing club.
* Chosen to coach beginners at the Get Going, Get Rowing workshop.
* Past member of the Jes Senior Women’s Rowing crew. We are the reigning under 16 Eight’s Irish champions.
* Collection of sponsorship money from, and organisation of, my rowing crew to run the Darkness Into Light event.
* Assisting Irish dance teachers to teach younger students various dance steps.
* Assisted in the running of the McCole school feis, helping set up the venue the day before the event, helping prepare the young children for their dance, working in the on-site shop during the feis.
* Active sports enthusiast. Enjoy swimming, rowing, running and competitive Irish dancing.
* Enjoy reading a wide variety of books.



**REFEREES**

Catherine Guy

Legal Professional

086 2208716

Noel Hume

Chairman, Coláiste Iognáid Rowing Club

087 7736223