

Jack Evans
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 DOB: 09/10/2001

SUMMARY OF EDUCATION & QUALIFICATIONS

Higher Diploma in Business Studies (DBS)	2022– 2023
University of Galway	
Bachelor of Arts (B.A.) (2.1 Honours)	2019 – 2022
University of Galway	
Leaving Certificate	2014 – 2019
St Joseph’s Patrician College, Nun’s Island, Galway	

PROFESSIONAL EXPERIENCE

Eason & Son Ltd, Unit 11 – 12, Headford Road, Galway **Dec’20 - Present**

Retail Assistant and Key holder

- Responsible as key holder for the opening and closing procedures of the store including accounting for the thousands of euros in the tills
- Coordinating the deliveries of hundreds of pallets of merchandise monthly with a responsibility for quality control and correctly designating the pallets into the correct storage facilities
- Responsible for overseeing the store when management are on a break, must leave the store or are absent for work
- In charge of the daily deliveries and the return of newspapers
- Responsible for replenishing the shelves with books, gifts and confectionary

Dunnes Stores, Edward Square, Galway **Nov’19 – Feb’20**

Retail Assistant

- Utilised the scanner to ring up items and manually added discounts and item numbers when needed
- Answered questions from customers regarding sales and deals
- Assisted the customer’s with bagging their groceries when needed
- Processed customer payments by cash, credit and debit card
- Checked customer’s ID’s if they were purchasing alcohol or tobacco related products
- Identified damaged goods and brought them to the attention of the supervisor
- Kept area around cashier clean and maintained supply of paper and plastic bags
- Built relationships with customers through friendly conversation

Londis, Kinvara, Co. Galway **Nov’18 – Nov’19**

Butcher’s assistant

- Kept the butcher’s area clean and tidy, adhering to Health & Safety regulations
- Full product knowledge of all meat and fish items for sale
- Always provided excellent customer service
- Built relationships with regular customers
- Carried out temperature checks on meat and recorded the readings accurately
- Created an attractive display case each morning

IT EXPERIENCE**Computer skills:**

- I am proficient in Microsoft Office (including Excel and PowerPoint and Word)

INTERESTS

- I am an active member of the University of Galway's business society and GAA society
- I play hurling for Liam Mellows GAA Club
- I volunteer for summer camps and coach for Liam Mellows GAA in my free time
- I am an avid follower of Galway GAA, attending both home and away matches, when possible, in the Senior Hurling Championship
- I attend the gym regularly

ACHIEVEMENTS

- Promoted to key holder of Eason & Son Ltd, Galway
- I was selected from 400 students to win the School Spirit Award in 2017
- I won an U16 A1 shield final in 2016 with Liam Mellows GAA club
- I won two Galway Championships with Scoil Bhride Menlo

REFERENCES

Available on request