

# Zoe Slater

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Sevenhills, Castlepark , Monkstown, Co. Dublin, A94Y7H6.

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## St. Andrews College 2014 - 2020.

- Cao Points : 462 Points

## Technological University Dublin 2020-2024

- Business & Law
- Average Grade 2.1

### Relevant Subjects:

Business, Economics, English, Spanish, Biology & Music

### Relevant Subjects:

Law & Technology , Company Law, Tort law , Property Law, Employment Law, Criminal law, Contract Law , Equity Law , Constitutional law, Corporate Governance & Business Ethics

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## WORK EXPERIENCE

### Zero Zero, Dun Laoghaire

• **Jan 2022- Present**

#### Front of House Manager ( Part Time : 15/20hrs per week )

- Accomplished restaurant manager with expertise in staff training, bookings, inventory control, and financial management. Proven track record in addressing customer inquiries and ensuring exceptional service. Proficient in opening/closing procedures, cash handling, and expense monitoring. Strong leadership and communication skills developed through effective team management

### Rizzos Bar & Grill , Chicago IL, USA.

**Jun 2023 - Aug 2023**

#### J1 Student Server ( Full time contract)

This immersive experience provided me the opportunity to engage with a diverse array of responsibilities and situations, significantly improving my adaptability.

- Full-time server role, excelling in product knowledge and customer service. Promoted to VIP table service, demonstrating high-level professionalism.
- J1 program enriched problem-solving abilities, enhancing adaptability through quick thinking and decision-making.

### Brown Thomas, Grafton Street , Dublin.

**Nov 2021- Feb 2022**

#### Online Sales Assistant (Seasonal)

- Christmas seasonal staff working in online sales and click and collect department.
- Main responsibilities: Order fulfillment, inventory management, and providing exceptional customer service during the click-and-collect process.
- Skills : Time management, Teamwork and communication.

### Cavistons Food Emporium, Sandycove , Dublin

**Nov 2020- Nov 2021**

#### Server

- Delivered outstanding customer service in a high-paced luxury retail setting, offering recommendations on premium products. Maintained a high level of professionalism and courtesy in customer interactions. Assisted management with specific orders and catered to high-end clients. Demonstrated meticulous attention to detail for quality control, ensuring impeccable presentation and packaging standards. Proven ability to collaborate, motivate, and contribute to a positive team dynamic

### Jessica Graff Ltd.

**Jun 2020 - Sep 2020**

#### Online Sales Assistant

- During the COVID outbreak, I held a full-time position with Jessica Graff, focusing on fashion face masks within the online sales team. Managed end-to-end online order processes, from acceptance to fulfillment and dispatch. Collaborated closely with the team, regularly liaising with management to align on targets and expectations.

### Savills Estate Agency

**2018**

#### Work experience

- Savills : HR department: Administrative work using excel and word.
- New Homes Department: Assisted property viewings and supplied customers with information regarding new homes

## COMMITTEE EXPERIENCE

### TUD Tennis society : Committee member 2023/24

**Title :** Head of Social Media and Engagement

**Responsibilities:** My role involves crafting compelling content, managing social media platforms, and implementing campaigns to promote committee events and initiatives. I ensure that important dates and events are communicated effectively with students and encourage participation and inclusivity in the society. This role displays by detail orientated nature and showcases my time management and organisational skills.

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## ACHIEVEMENTS / AWARDS & OTHER SKILLS.

### Languages

International Spanish Examinations (DELE)

- A1: 2018
- B1.1 : 2019 - Completed course in Valencia.

### Music

- Dublin High Achiever Award RIAM 2017
- Student in the Royal Irish Academy of Music 2016- 2019
- Dublin Youth Orchestra - Concert Orchestra - 2016-2019

### St. Andrews College

- 6th Year McDowell Prize 2019-2020
- Spanish Prize 2019-2020
- Mc Mordie Prize for English 2019-2020
- Buchanan prize for Music 2019-2020
- Model United nations Delegate 2017/18
- Prefect 2019/20

**IT Skills:** Proficient in Excel , Microsoft word & Powerpoint.

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## HOBBIES & OTHER INTERESTS

### Volunteering

Gaisce ( President awards ) - Volunteer at Our lady manor Nursing home

Volunteer at Monkstown hockey club 2023

Volunteer at Dublin International piano Competition in RDS 2018

Volunteer at Great Music in Irish Houses 2018/2019

### Hockey

St. Andrews Hockey : 2014-2020

Monkstown Hockey Club- 2023 - Present

### Rowing

Member of Neptune River Rowing Club 2016/2017

Member of Dalkey Rowing Club 2013/2014

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REFERENCES AVAILABLE UPON REQUEST.