curriculum vitae: Alexandra Cowzer-Byrne

**52 Marley Ave, Marley Grange, Rathfarnham, Dublin 16**

**Personal Details**

**DOB:** 4th June 1995

**Email:** alexcbyrne95@gmail.com  **Phone:**  (087) 77486749 / (01) 4936065

**Personal Profile**

I am a self-motivated, outgoing and customer focused individual with comprehensive ICT skills. I have strong communication and customer service skills, and the ability to work well as part of a team, while being capable of working on my own initiative. I have a keen attention to detail and accuracy. I have a proven track record in achieving targets while working under pressure. I take great pride and ownership in my work. I also have an ability to bring new ideas to the table, and a passion to go the extra mile.

**Education**

**2018- Present: The Honorable Society of the King’s Inns**

**Qualification:** Bachelor of Law Full-Time degree

**2014 – 2018 Maynooth University**

**Qualification:** LL.B – Bachelor of Law degree

 Grade achieved: First class honours

**2008 – 2014 Loreto High School Beaufort**

**Qualifications:** Leaving Certificate

 All Honours Subjects (7 Honours):

Maths (C1) : English (C1) : Irish: (C2) : French:(B3) : Music: (B3) : Biology:(C2) Accounting: (C1)

Total points: 450

**Computer Skills:** ECDL cert 2014.

**Employment History**

**May 2015 – April 2018** Urban Decay, House of Fraser, Dundrum Shopping Centre

Job Title: Makeup Artist/Beauty Sales Consultant

**Responsibilities and duties:**

* Makeup application and demonstrations
* Running events, holding workshops and teaching courses
* Assisting Customers with all aspects of their purchase
* Dealing with customer complaints
* Till management

**Summer 2017** Intercontinental Hotel, Boston, Massachusetts, USA

Job Title: Receptionist and Office Administrator

**Responsibilities and duties:**

* Front of house receptionist duties
* Taking online reservation bookings
* Scanning and filing documents
* General office administration duties

**October 2014 - January 2015** Brown Thomas, Grafton Street, Accessories Department

Job Title: Sales Assistant

**Responsibilities and duties:**

* Liaising with Duty Managers to ensure stock levels are adequate
* Achieve daily individual quotas set by senior management
* Dealing with luxury products and a high standard of cliental

**Summer and Christmas Periods of 2012, 2013, 2014**

Schuh, Dundrum Shopping Centre, Dundrum, Dublin 16

Job Title: Retail Assistant

**Responsibilities and duties:**

* High levels of customer focus which demanded great communication skills.
* Consistently achieved my daily targets in a tough sales driven environment where competitive daily targets were set by senior management.
* Stock management to ensure no shortages/excess stock especially during peak busy periods.
* Trusted by management to handle and manage the cash/payments desk.
* Maintaining floor standards to a high level.

**Hobbies**

I am very interested in music and have achieved grade 8 level in the Royal Irish Academy of Music in Piano. I also enjoy hockey, I am a member of Three Rock Rovers Hockey Club. I also played hockey at a college level for Maynooth University. I also enjoy golf and tennis. I partake as a coach in the Parks Tennis clubs each summer.

**References**

References are available upon request.