**Anthony Boland**

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**Education**

* Secondary School
	+ 09/2008 – 05/2014 Good Counsel College New Ross
		- Leaving cert: 535
* University
	+ 09/2014 – Present University College Dublin Dublin 4
		- (BBL) Bachelor of Business and Law
		- Most recent GPA (3rd year): 3.67
* Other
	+ 05/2015 - 09/2015 University College Dublin Dublin 4
		- Professional Certificate in Consumer Credit from the institute of banking
		- Level 7 module

**Work Experience**

* Ryan’s Investments, Hertz Ireland
	+ Counter sales representative.
		- Interact with Customers.
		- Fill out Contracts of rental
		- Price and Sell upgrades and additional services.
		- Create reservations.
		- Offer the high level of customer service that is expected of the premium car hire company.
		- Explain rental agreements and the terms and conditions of their rental to customers.
		- Assess returned vehicles for damage and accordingly use the company matrix to price any damaged vehicles for repair.
		- Fill out the correct forms for damage claims and accident reports with the customer, with descriptions of events, photos of damage and witness reports for review, for the company’s internal solicitors to review.
		- Take payment for completion of the rental contract, by card or cash and issue the corresponding receipt.
		- Take stock of cars in the compound and make subsequently order more in stock is insufficient to meet the following days rental demands.
		- Close the city office and secure the cash and keys in the safe.
* H and H Motors
	+ Sales assistant
		- Price customer trade in cars against a new or used car.
		- Qualify potential customers.
		- Fill out the application for credit for the customer to the banks that the garage works with.
		- Complete contracts of sale.
		- Issue receipts.
		- Cash handling experience.
		- Offer high level of customer service, expected.
		- Book in stock, making note of any requirements to make the car ready for sale. Filling out any corresponding charge and order documents.
		- Update the garages stock online.
		- Contact customers via phone or email.
		- Provide cover for the business manager.
		- Trusted with closing the garage at night.

**Skills**

* Full driving license for 4 years.
* Public Speaking and presenting (several modules in college are assessed on a presentation or debate format)
* Computer Skills (Office, Ecdl, SAP, Accounts IQ)

**Interests**

* Crossfit started training in 2015 with Crossfit Green.
* Olympic Lifting train 3 times a week with Phat barbell club.
* Rugby played Rugby with New Ross rugby club from the age of 5-19.
* Member of several societies including C&E and Lawsoc.

**References**

* Keith Cullinane H and H Motors
	+ 00353874185687
	+ keithcullinane@handhmotors.ie
* Ray Murray Ryan Investments, Hertz Ireland
	+ 00353862526976
	+ rmurray@hertz.ie
* Margaret Maher Academic
	+ Margaret.maher@ucd.ie