**Profile**

I am a dedicated, hard-working final year student studying Economics, Politics and Law in Dublin City University. I have learned to balance my studies and part-time work through the years, which has helped in the development of my interpersonal skills and working as part of a team. I am an energetic and personable person. I strive for success in every task I undertake and I love to take on a challenge.

**Education**

2013-2016 Dublin City University Expected Final Year Result: 2:1 average

2007-2013 Mount Sackville 6 honours and 1 pass

**Employment History**

**October 2015 – February 2016 DHL Express Ireland**

- manifesting critical delivery information onto EDMS database to proceed with shipping

- distinguishing Dry Ice goods and dangerous goods, separating such goods for US flights

- checking delivery dockets on CIA, GEMMA and EDMS systems to ship goods correctly

**August 2015 – October 2015 Travelodge Bar & Café**

- greeting customers, preparing and serving breakfast and dinner

- preparing and serving alcoholic drinks, pulling pints, making cocktails

- decorating desserts, clearing and re-setting tables, full till access and customer service

**June 2015 – July 2015 Mixtape Marketing**

- sampling brands such as Cadburys, Muller, Clonmel beer all around Dublin

- acting as team leader, managing campaigns, writing reports, meeting targets, using initiative

**August 2013 – July 2015 Kay’s Kitchen**

- preparing gourmet sandwiches, rolls, wraps, hot dinners and breakfast

- making tea and coffee, rotating stock, cleaning utensils, dishes, countertops and floors

- cleaning fridges, ovens, coffee machines, serving customers and full till access

- Manual Handling training, food safety training, HACCP training, customer service skills

**August 2014 – September 2014 Student Marketing Network**

- promoting KBC banks to students in universities all around Ireland

- signing students up for bank accounts, working with a team, handling important documents

- driving across Ireland, writing reports and reporting to management

**June 2014 – August 2014 Kay’s Kitchen, Clarehall**

- filing staff files onto a new database for the company, re-vamping menus,

- brainstorming ideas for new products, filing SPECS, taking pictures of products

- allocating calorie count onto each product, excellent Excel and Word skills

**April 2011 – September 2012 Kay’s Kitchen, Blanchardstown**

- cleaning tables, separating dishes, cutlery and cups, washing and drying cutlery

- Excellent customer service skills, escorting customers to tables, bringing food to them

-mopping floors, cleaning tables, chairs, windows, countertops, coffee machines

**Volunteer Work**

SUAS Literacy Programme, Trinity Comprehensive School in Ballymun

Charity work for Focus on Romania, St. Vincent De Paul, Barnardo’s

Fundraising for Cystic Fibrosis Ireland

**Skills and Hobbies**

**Anatomic Fitness**

I am an active member of the Anatomic Fitness community, regularly attending strength and conditioning classes, boot-camp, cardio conditioning and core conditioning classes.

**Athletics**

As a member of Donore Harriers in Chapelizod, I competed in Leinster finals both as a relay team member and sprinter and competed in all – Ireland competitions with both my club and school.

**Hockey**

I played competitive hockey from first to fifth year with my school on both Junior B and Senior C hockey teams. I was also a member of the DCU fresher’s hockey team 2013/2014.

**Tennis**

I was a former member of the Castleknock Tennis Club and played on my schools tennis team.

Full Driving Licence December 2013

Certified Specialist Training completed October 2015

ECDL (European, Computer, Driving, License) completed 2011

HACCP (Hazard, Analysis, Critical, Control, Point) 2011

**References**

Dr. Roderic O’ Gorman Tanya Skelton

Programme Chair- BA in Economics, Politics and Law Kay’s Kitchen

Current and previous Law Lecturer Previous Manager

Dublin City University Clarehall Shopping Centre

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