|  |  |  |
| --- | --- | --- |
| **Key skills:**✓Excellent written and verbal communication✓Teamwork✓Openness to feedback✓Initiative✓Consistently meeting deadlines✓Time management✓Attention to detail✓Strong work ethic |  | GRETA BENETYTE 5 Longwood, Wynnsward Park, Clonskeagh, Dublin 14 |
| ProfileI am a diligent, highly motivated, hardworking and enthusiastic person. I am well organized, punctual, a fast learner and a team player. I have great communication and numeric skills. I am determined and I put all my efforts to achieve my goals.ContactPHONE:085 1031898EMAIL:gretabenetyte@gmail.comINTERESTLawTravelYogaMindfulnessSelf-Development Fashion**ACHIEVEMENTS**✯Participated in Mock Trials as a barrister in TY (2016)✯Completed the Microsoft Office Specialist Programme in JMC✯Completed YCT Level 1 Examination✯Completed a course in Emergency First Aid✯Completed a course in Self-defense.✯Participated in SciFest✯Volunteered at St Mary’s. SOcial media [www.linkedin.com/in/gretabenetyte](http://www.linkedin.com/in/gretabenetyte) @\_Greta\_x |  | EDUCATION2018 - 2021 Law and Media Studies at Dublin City University.2013 – 2018 Jesus and Mary College, Goatstown, Dublin 142007 – 2013 Our Lady’s Ballinteer Primary School, Dublin 16WORK EXPERIENCE **Sales Associate at Tk Maxx***September 2020 - Currently* Applying excellent customer service skills whilst offering advice and assistance to customers in a professional and efficient manner. Working in compliance with the high standard company practices in accordance to the company’s requirements. Ensuring that the sales floor remains clean and tidy. Supporting the work of others and being an engaged team member while confidently responding to assigned tasks.**Sales Associate at Tuthill’s Ltd** *August 2018 - October 2019*I Successfully interacted with new and old customers by providing excellent customer service. In addition to this, I maintained the reputation of the local shop by dealing with customers with a positive attitude in my front facing role. I worked in a front facing role which entailed being on the tills and the shop floor. In addition to this, I balanced the tills and completed card machine reports. I also consistently ensured that the shop was of standard and my duties were completed efficiently.Server in Croke Park at Aramark Ltd*July 2017- November 2017*I Assisted the events team at major events in Croke Park. Consistently delivered in a high-pressure environment. Collaborated with other servers and kitchen staff to ensure smooth running of the event. Processed orders, payments and balanced the tills to the satisfaction of the line manager. In addition to this, worked in the bar pouring pints and also help make and package food made from the kitchen.Sales Assistant in Sales Support Team at Next Retail Ltd*July – September 2017*Applied excellent customer service skills whilst offering advice and assistance to customers in a professional and efficient manner. I helped out in the stockroom and on the shop floor. Priced and tagged merchandise. In addition to that, ensured the smooth running of the shop by helping customers find their desired items. Achieved KPI’s whilst exceeding targets and expectations by confidently responding to all assigned tasks.**Clerical Assistant at Galligan Johnston Solicitors (work experience during Transition Year)***April 2015* I accompanied solicitors to the Four Courts and also sat in a few Court Hearings. Daily tasks included the following: photocopying, scanning and faxing documents. In addition to this, sorting and handing out the post. I Supported the reception in any means. Maintained filing systems in the office. Furthermore, checked and entered data using Microsoft Word and Excel. Proof read documents and completed other generic office duties.**Clerical Assistant in Finance department at Retail Insight Ltd in London** *July* 2014Engaged in assisting accountants with online banking tasks. Completed generic office tasks such as photocopying, scanning and faxing documents. Checked and entered data using Microsoft Word and Excel. In addition to this, I maintained filing systems.**References available on request** |