HOLLIE KEARNS

# PERSONAL DETAILS

*Name* Hollie Kearns

*Address* 69 Parkmore Drive, Terenure, Dublin 6W, Dublin

*Tel* (086)2345268

*Email*  hollie.kearns@gmail.com

EDUCATION

**Bachelor of Science in Business and Law, Dublin Institute of Technology**

*Duration*  2014 – 2018

*Results*  First Year: 1.1 Second Year: 2.1

Third Year: 1.1

Expected Graduating Grade: 1.1

**Our Lady’s School, Terenure**

*Duration* 2008 - 2014

*Leaving Certificate* All higher level subjects including English (B3), Irish (B2), Maths (C1), French (C1), Biology (B2), Business (B3), Home Economics (B2). Obtained 485 points.

WORK EXPERIENCE

**Elverys Intersport, Dundrum Town Centre**

*Duration* November 2014 – present

Job Role Senior cashier responsible for efficient operation of all tills and transactions

Responsible for ensuring each till has correct floats and cash in drawer during each shift

Fully trained in footwear and clothing departments. Successfully completed visual merchandising training

**Shanley & Co. Accountants, Dublin**

Duration June 2014 – present

Job Role Assist with filing of client’s paperwork particularly during summer and coming up to the annual year end

Compile spreadsheets of client information prior to input of year end accounts

**Cones & Co., Dawson Street**

*Duration* June 2014 – November 2014

*Job Role*  Working with the public, serving customers and customer care

Responsible for stock control and ensuring on-time deliveries

Fully trained cashier

**All Books and News, Portlaoise**

*Duration* May 2010 - September 2010

*Job Role* Assisting of customer orders and transactions

Competently operated computerised stock control system

Responsible for replenishment of stock

***Experience Gained:*** handling large volumes of cash at a given time, completing visual merchandising and manual handling training, ensuring sufficient stock is available on a day-to-day basis and through quarterly stock takes, serving customers and ensuring their expectations are met thus improving customer service skills.

ACHIEVEMENTS

School Councillor as part of school council (2013 – 2014)

Awarded PE participant of the year and certificate of excellence at school prize giving (2014)

Completed the Gaisce Bronze award during transition year (2012)

Captain of school hockey team at both minor and junior level

Full clean drivers licence

Fully qualified pool life guard

# HOBBIES AND INTERESTS

In my spare time, I enjoy expanding my social circles by interacting with new groups of people. I like to keep active by going to the gym, running and I also still play hockey at a senior level with Rathgar hockey club. I enjoy travelling and exploring new cultures whenever I get the chance.

### REFERENCES

Joan Shanley

Owner of Shanley & Co. Accountants

Tel: (01)4588900

Email: shanleyandcompany@gmail.com

Shanta Chowdre

Director of Cones & Co.

Tel: (086)8394725