**JESSICA MALONE**

Carlingford, County Louth

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**PERSONAL STATEMENT**

I am a motivated student with strong organizational skills, especially in college when meeting deadlines. From my work experience, I have great customer relationship skills and I am a versatile and dynamic person who can adjust to different environments easily.

**EDUCATION**

2017 - to date: National University of Ireland, Maynooth

**Bachelor of Law**

2016-2017 O'Fiaich Institute of Further Education, Dundalk, County Louth

**Advanced/Higher Certificate in Electronic Business**

2016 Bush Post Primary School, ​Dundalk Rd, Dundalk, Co. Louth.

**Leaving Certificate**

**QUALIFICATIONS and SKILLS**

* I believe that I have quite good organisational skills for planning and scheduling my own work to ensure all my work is completed and in line with deadlines.
* Throughout my life I have always worked in a team. From playing football with my local GAA team to my part time job, I have always been in an environment where being a team player is essential. I enjoy the collaborative work as it brings many different ideas and ways of thinking.
* I have my Full Driving License and, in an effort, to become more independent have recently bought my second car by taking out a second loan to fund this car.
* I believe that I have good communication skills. I have the ability to clearly inform people of information and I also have the ability to listen when I am given orders.

**PART-TIME EMPLOYMENT**

Date June 2016 - 2017 Candyford Sweet Company, ​4 Tholsel St, Liberties of Carlingford, Carlingford, Co. Louth

(Weekends and holidays) ​

**Shop Assistant**

● Opening up the store and ensuring everything is set up for the day.

● Greeting customers who enter the shop.

● Be involved in stock control and management.

● Assisting shoppers to find the goods and products they are looking for.

● Being responsible for processing cash and card payments.

● Stocking shelves with merchandise and attaching price tags.

● Giving advice and guidance on product selection to customers.

● Responsible for security within the store and being on the lookout for shoplifters and fraudulent credit cards etc.

● Balancing cash registers with receipts at the end of day and closing up shop.

June 2017 - present Team Obair Ltd**,** Carlingford, County Louth

(Summer Holidays)

**General Operative:**

* Time Management
* Organisation Skills
* Working well with others in teams, having to fulfil my part to ensure the work is done.

September 2017 to December 2019 - Strandfield Café & Florist, Dundalk, County Louth

(Working Weekends and Holidays)

**Barista and waitress:**

* Opening up the café and setting up.
* Greeting customers as they arrive.
* Taking orders and operating the till.
* Responsible for serving tables ensuring that they have been served their food/drinks and that they are satisfied.
* Working as part of a team in a fast-paced environment to serve busy weekends or functions.
* Deal with customer complaints.
* Problem solving in the moment when issues arise.

May 2015 to June 2016 - Crepes & Coffee Company, Carlingford, County Louth

(Working Weekends and Summer)

**Crepe Maker:**

This is crepes on wheels, we travel around the country going to different shows and festivals. Based in Carlingford where I was trusted to manage it on my own. I work throughout summers now and again whenever help is needed.

**IT SKILLS**

Proficient in Microsoft Word, PowerPoint, Excel, Google Drive, Internet Explorer and Sage.

**ACHIEVEMENTS AND INTERESTS**

* Full Drivers Licence
* Distinction for Pianoforte in Elementary Grade through to Grade 5
* Distinction for Theory & Harmony in Preparatory Grade through to Grade 4
* I thoroughly enjoy reading, between reading a drama novel or reading judgements I find a lot of enjoyment.
* I enjoy running walking, mountain climbing and cycling as I find that any exercise is good for you, it helps in motivating yourself and encouraging yourself to thrive.

**Referees Available on Request**