**Joanne Howell** Curriculum Vitae

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**Experience**

***Traditional Craft Ltd., 64 Merrion Square South, Dublin 2***  ***2013 - Present***

Administration

Autonomous role with wide ranging involvements including:

* Organising, processing and maintaining customer order files using Microsoft Excel, Microsoft Word, Exchequer and NAV
* Proofreading licence agreements, highlighting errors and making suggestions for amendment
* General filing, with acute attention to detail to facilitate speedier auditing
* Scheduling and coordinating meetings
* Creating spreadsheets to facilitate stock management, and creating reports for customers
* Entering and verifying courier invoices
* Liaising with customers. It is very important to cultivate relationships with our clients, and to reflect on their personal needs, as many range from small rural shops to large corporate companies

***Smyths Toys Ltd., Blanchardstown******2006 – 2013***

Senior Supervisor

Autonomous role managing a team, with multiple responsibilities including:

* Training and motivating competent new staff members
* Maintaining a register of customer orders and information
* Cashing up tills
* Overseeing cash office transactions
* Liaising with commercial representatives (Disney, Microsoft, Sony etc.) and being trusted with sensitive information (such as undisclosed release dates and upcoming projects/collaborations)

**Education**

LL.B. (Hons) in Law 2.1 Dublin Institute of Technology 2016

Master’s in Social Science 2.1 University College Dublin 2012

BA in English & Sociology 2.1 University College Dublin 2010

BSG Business & German Trinity College Dublin 2005

Leaving Certificate The Institute of Education 2005

**Skills & Achievements**

* Meticulous grammar and spelling, with acute attention to detail.
* Previous member of DIT Law Society
* Strong IT skills, with ability to use Microsoft Office, Word, Excel, SAP, Navision Attain, Exchequer and Microsoft NAV.
* Typing speed approximately 65 WPM.
* Achieved numerous first class honours in the course of my studies, most notably in Company Law, Family Law, Administrative Law, Jurisprudence, Economic Sociology, Governance in Society, Sociology of Migration, Gender, Culture & Society, Social Networks, and Sociological Theory & Research.
* NaNoWriMo (National Novel Writing Month) 2013 winner, as I successfully completed 50,000 words of a novel in one month.
* Selected to spearhead my company’s online relaunch of both a brochure and shop website, with responsibilities including marketing, planning and research. This involves widespread commercial research of both manufacturers and retailers, niche and general

**Interests**

* Currently in the latter stages of writing a novel comprising over 100,000 words. This has been one of my biggest personal achievements, derived from a love of literature. I use much of my spare time to write and edit chapters. I feel this creative side complements my academic side. I intend to self-publish through Amazon Books, and to enter The Irish Writers Centre’s Novel Fair 2017
* Member of Irish Writers Society and member of Wattpad
* I have recently gone back to playing tennis
* I have taken up tag rugby
* I am passionate about music, and have started a vinyl record collection