

Jordan Power
5 Tolka Cottages
Glasnevin
Dublin 11

Phone: 085-2060932

Date of Birth: 03/09/93

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Career and Personal Profile

- Seeking challenging role to enable me to gain new experiences and allow me to develop and improve my skills in new areas
- Good communications skills gained by working with a variety of different people in a number of settings
- Well organised and methodical, with the ability to work accurately and pay attention to detail
- Good literacy, number and IT skills and experience in becoming familiar with new technology and using new software packages and databases
- Works well as an individual or as part of team

Professional Experience:

October 2018- Smartodds Ltd, London, United Kingdom

October 2020 **Consultant Football Analyst/Watcher**

- In depth understanding of all aspects of the game, including team dynamics, management strategies, strengths and weaknesses of current and emerging players, and historical data on various football leagues throughout the world.
- Analyse football matches and record statistics via the company's software system in order to help the company predict results for future matches.
- Write match updates before, during and after matches.
- Work under severe pressure at times, delivering an accurate report of the match, taking into account that the rapid access to reliable data is absolutely crucial for company to maximize profit in future football matches.
- Excellent numeracy skills and attention to detail when compiling and analysing data

July 2013- Global Enterprize BVBA, v/d Reitsraat 50, 4814 NE Breda, The Netherlands
July 2018 **Office Assistant**

Customer Service Management

- Email and telephone correspondence
- •Preparation and presentation of quotations for new business and existing customers
- Communication with potential clients through phone and email.
- Organising meetings with Potential clients and Management.
- .Inputting clients personal information and documents into the company` s system

October 2012-
July 2013

Central Remedial Clinic, Clontarf, Dublin.
Fundraising Assistant

- Input and maintain contact and order information of supporters on the fundraising SharePoint database
- Handle donor queries and questions by telephone and in person regarding the Christmas Santa Bear Appeal
- Achieve the targets set by the Office Manager for various categories of potential supporters, including private donors, companies etc.
- Assist with distribution of promotional material for the campaign and liaise with drivers re distribution of stock as needed
- Assist in running the city centre satellite office during week of on-street collection Liaise with student volunteers, organise allocation of collection boxes and co-ordinate areas for collection
- Assist with direct mail outs and administer mailing lists, as needed
- Update Sales returns on a daily basis, process product returns, receive payment by cheque, postal order, bank debit/lodgements and count cash returned
- Compute and record monetary returns, calculate payments received daily and reconcile money processed at end of each day on the sales database

June 2012
To September 2012

Finglas Social Welfare Local Office, Finglas, Dublin 11
Clerical Officer

- Dealing in person and on the telephone with the public/customers in relation to their social welfare claims. Administering new claims, responding to queries and providing information
- General clerical duties e.g. filing, photocopying, answering/making telephone calls and dealing with e-mails
- Supporting line-managers and colleagues in the department as needed
- Working as part of a team in delivering services to the general public
- Use of information technology e.g. word processing, spreadsheets, database, e-mail and internet
- Handling confidential and personal information

May 2011
To November 2011

The Tolka House Bar, Glasnevin, Dublin 11
Part time lounge staff

- Taking beverage orders from serving staff or directly from patrons
- Collected money for drinks served
- Balance cash receipts
- Cleaning glasses, utensils, and bar equipment
- Ensuring stock was replenished behind the bar
- Preparing and maintaining cleanliness of the lounge area
- Checking identification of customers in order to verify age requirements for purchase of alcohol

May 2010
To September 2010

Finglas Cabs, 1 Church Street, Finglas, Dublin 11
Part time taxi dispatcher and office clerk

- Answering requests from the general public, both in person and on the telephone, for a taxi service
- Sending the drivers to the customer via radio, mobile or computer.
- Assisting with office duties such as filing, photocopying, answering/making telephone calls and dealing with e-mails
- Distributing promotional leaflets to local houses and businesses

Education

September 2006- St.Aidans C.B.S, Collins Avenue, Dublin 9
June 2011 Leaving certificate completed in 2011

September 2018- Economics, Politics and Law
Present Dublin City University ,Glasnevin, Dublin 9

Interests

- I have a keen interest in sport as I enjoy going to the gym regularly.
- Soccer: I played for Willows FC and played for Tolka Rovers FC in the Dublin District Schoolboy League from 2001-2009
- Mixed Martial Arts: I was part of the Kyuzo team from April to July 2011
- Engineering: Competed in the Young Engineer of the Year finals at D.C.U in 2004

References

John Charles

Director

Global Enterprize Ltd, 4814 NE Breda, The Netherlands
+31 76 531 91 74

Isobel Byrne

Office Manager

Central Remedial Clinic, Vernon Avenue, Clontarf, Dublin 3
01 854 2321

Paula Moyles

Manager

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01 858 1100