**Curriculum Vitae**

**Karen Creamer**

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**EDUCATION**

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| **Sep ‘09 – Jun ‘15** | St. Josephs Secondary School, Rochfortbridge, Co. Westmeath.  |
| **June ‘15** | Completed the Leaving Certificate in June 2015 receiving 450 points. |

**FURTHER EDUCATION**

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| --- | --- |
| **Sep ‘15 – Current** | Maynooth University  |
|  | In my third year of an LLB degree. |
| GG | My average grade from the past two years of exams is the equivalent to a 2.2 degree.  |

**CAREER HISTORY**

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| **Date** | **Company Name** | **Position** |
| Summer 2014 | Fitzsimons Catering  | Waitress |
| Responsibilities |
| Waitress-* Provide a warm welcome to guests of function.
* Take food and beverage orders and serve both to the highest standard, with regard to customer preference, i.e. dietary requirements, allergies.
* Prepare and serve drinks including soft minerals, alcoholic beverage and coffees.
* Clear dishes and cutlery from tables.
* Polishing cutlery and glasses.
* Provide a comfortable and enjoyable service to customers.
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| **Date** | **Company Name** | **Position** |
| May ’14 – Present | Haven Pharmacy Gildeas  | Shop Floor Assistant |
| Responsibilities |
| * Keeping up to date and informed with new incoming stock.
* Stock management within the store and placing orders.
* Maintaining employee areas in a safe and hygienic manner, keeping the store clean and customer friendly.
* Restocking shop shelves.
* Learning the names of regular customers and building a relationship with them.
* Adding customers to the loyalty system.
* Presenting for work in a professional, presentable manner.
* Assisting in the photography section: taking passport photos, operating printers and interactive computers, contacting customers via email, using MS applications.
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**SKILLS & ACHIEVEMENTS**

**Team and Time Management:**

* Experience in contributing to a team environment to achieve targets.
* Ability to work independently and monitor my own processes.
* Ability to work well under pressure.
* Ability to prioritise workloads according to importance and urgency.
* Capable of multi-tasking and working to set timeframes

**Personal Skills:**

* Delivering outstanding customer service.
* Maintaining a respectful personal appearance.
* Good written, verbal, listening and numerical skills.
* Can follow instructions well to complete tasks.

**HOBBIES & INTERESTS**

*I have a passionate interest in music and I play the piano. I have completed up to grade 8 of the Royal Irish Academy of music piano Exams which is one of my proudest achievements. In my spare time, I like to attend my local gym to keep fit and is something I enjoy doing to keep my body and mind healthy. I also have a keen interest in cooking and baking for my friends and family.*