**Katie McGuinness**

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# Personal Profile

I am a well organised creative person and I’m not afraid of hard work. I can be relied upon and am a self starter. I have proven myself to be a positive contributor in team situations both in my academic and work career to date. I enjoy a challenge and have a logical mind and a practical approach to problem solving. I am ambitious and have a can-do attitude to everything I am involved with.

# Education

**2015-present Bachelor of Business Studies, DCU**

Second year student, expected grade 2.1

**Modules include:** HR, Information Systems; Statistics; Operations Management; Law; Financial Markets.

**2009-2015 Loreto College St. Stephen’s Green**

**CAO points:** 465

**Subjects include:** Business (HB2), Maths (HD1), Art (HB2), Irish (HC1), Geography (HB2), English (HB3), Spanish (HC1)

# Employment History

**July 2015-Present Receptionist, Roganstown Leisure Centre**

* Meet and greet customers
* Handling cash transactions and processing end of day balance
* Use computer applications such as Outlook, Word, Excel, Paragon
* Deal with customer queries and complaints
* Handle phone queries
* Process memberships and direct debit transactions

**July 2016- August 2016 Activities Leader, Oxford International, Vancouver BC**

* Taught foreign children to speak English
* Led them on excursions around Vancouver
* Co-ordinated and managed group sports activities

**June 2016- July 2016 Retail Assistant, Rogers Chocolates, Vancouver BC**

* Meet and greet customers
* Provide retail advice and assitance
* Restocking shelves
* Handle cash

**June 2014- June 2015 Receptionist, Sakura Spa**

* Meet and greet customers
* Provide retail assistance.
* Take bookings and manage schedule
* Handle cash
* Daily use of Outlook, Word, Excel and Paragon

**March 2014- September 2014 Golf shop assistant, Swords Open Golf Course**

* Meet and greet customers
* Take bookings and manage electronic tee-sheet
* Provide retail assistance
* Take payments and handle cash
* Key-holder

**July 2012- March 2014 Waitress, O’Callaghans Bar, Roganstown Hotel**

* Welcome customers and deliver excellent customer service
* Take orders
* Serve and clean tables
* Handle cash

**Interests and Achievements**

* Active member of the DCU Weightlifting Club
* I like to work out in the Gym at least 4 times per week
* In school was an active member of the cross country and athletics team
* Interested in nutrition for fitness
* Have raised money for various charities by competing in sponsored events such as Hell and Back
* Soup Run for SVP in DCU
* Silver medal in Gaisce

**Skills Profile**

**IT Skills:** SPSS in college; Alison course in Word 2010; Sage course

Driving License

**Referees**

Available on Request