Paul McMorrow

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Phone: 00353863967564 paulmcm2556@gmail.com

**Education**

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| Masters in Common Law | 2015 – 2017 |
| * University College Dublin (UCD) |  |
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| BA History and Politics | 2012 – 2015 |
| * University College Dublin (UCD) * Second Class Honours, Grade 1 (GPA 3.58) |  |
|  |  |
| Oatlands College, Stillorgan | 2006 – 2012 |
| * Leaving Certificate Points Achieved: 510 |  |

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| **Subject** | **Grade Achieved** | **Subject** | **Grade Achieved** |
| History | A2 | English | B1 |
| Biology | A2 | Irish | B3 |
| Religion | A2 | French | C1 |
| Geography | B1 | Maths | C1 |

## Work Experience

**Bombay Pantry, Rathfarnham**

**Manager/Assistant Manager Jun 2013 - Present**

* As Assistant Manager my duties included opening the shop, supervision of shifts, organising delivery drivers, inspecting and accepting deliveries, health and safety checks, dealing with complaints from customers, communicating with head office, training-in staff, taking inventory, closing the till, cash handling and closing shop after final inspection. The role also required maintaining constant, clear communication with the kitchen staff.
* As Manager my further duties included budgeting, rostering, delegation, recruitment and dismissal, maintaining clear records on sales, wastage, training, employees, customer complaints and resolutions. Larger scale projects undertaken included the creation and implementation of a business plan and the reorganisation of the shop filing system, both physical and digital. The role also required maintaining constant, clear communication with the Head Office informing them of the branch requirements while striving to successfully achieve the goals set by the Management.

EDEX

Car Driver Nov 2013 - Present

* EDEX places international students in Irish schools around the country. They are responsible for their safety and well-being through-out the school year.
* My role was to collect the student from the airport/train station and bring them to the schools while ensuring their safe arrival. I also served as a point of contact for immigration services. Time-keeping and effective communication with both the Company Director, schools and the students themselves was an important part of my role.

**Kahuna Grill, Santa Barbara Jun – Aug 2014**

**Front of House/Waiter**

- J1 employment in a fast paced casual dining restaurant.

- Duties included table service, front of house preparation, drinks service etc.

## skills, interests and hobbies

* I am involved with the Student Legal Service (SLS) in UCD.
* I have also taken part in the SLS Negotiation Competition.
* I play hurling with Kilmacud Crokes
* I play football in the UCD Super League.
* I have been involved with the UCD Literary and Historical society debating for the past three years.
* I have been involved with the UCD History society for the past three years and have a deep interest in the study of history.
* I have a full clean Irish driving license.
* I am fully competent in Microsoft Office, Word, Excel and OneNote.

## References

Kirstin Noone – Company Director EDEX - 00353879426582

Billy Smith – Area Manager Bombay Pantry - 003583412902