

Shane Woods

Fairyhouse Road
Ratoath
County Meath

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Education

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| 2017 – 2018 | LLM (General) Trinity College Dublin |
| 2014 – 2017 | Bachelor of Civil Law (BCL) Dublin City University Result: Second Class Honours, Grade One |

Employment History

Branch Administrator /Sales Advisor, DID Electrical, Lucan July 2016 – Present

- Am the main point of contact for customers, dealing with various queries and problems and keeping phone calls and emails up to date.
- Cash handling – ensuring everything is accounted for including the till.
- Updating weekly figures and ensuring spreadsheets have been filled in and sent to head office.
- Depositing daily bank lodgments.
- General customer service role and completing quick sales at the cash desk.

Sales Advisor at Kurt Geiger, BT2 Blanchardstown March 2016 – July 2016

- Processed cash and credit payments rapidly and accurately.
- Stocked shelves and supplies and organised displays.
- Developed positive customer relationships through friendly greetings and excellent service.
- Organised merchandise racks by size, style and colour.

Sales Advisor at Schuh, Blanchardstown September 2015 – January 2016

- Processed cash and credit payments.
- Greeted customers in a timely fashion, whilst quickly determining their needs.

General Operative at Funtasia Waterpark, Drogheda February 2013 –October 2015

- Promoted Funtasia and acted as a brand ambassador when travelling around to trade fairs, shopping malls and promotional festivals.
- Co-ordinated and organised the running of a lengthy summer program of events.
- Performed customer service role and administrative duties at the play area desk.
- Worked as a barista for both coffee shops within the building.

Voluntary Work

May 2015 – May 2016

Events and Community Officer for DCU Free Legal Aid Centre (FLAC)

- Organised the FLAC annual trip to Madrid for 25 people.
- Arranged all guest speakers to DCU at various events.

May 2014 – May 2015

Public Relations (PR) Officer in Ratoath Musical Society

- Planned, developed and implemented PR strategies for the promotion of two shows during the calendar year.
- Managed and updated information and engaged with users on social media sites such as Twitter and Facebook.

Achievements

September 2013 – June 2014

Student of the Year in Print Journalism, Dunboyne College of Further Education.

September 2012 – June 2013

Elected as Ard Cinnire (Head boy) in Ratoath College over 700 students.

September 2009 – June 2010

Winner of the Cultural Award, Ratoath College.

Interests

Musical theatre, dancing and acting.

Skills

- Excellent communication skills, both written and oral, with great attention to detail.
- Very strong team player, with excellent people skills.
- Exceptional computer and research skills.
- Creative and enterprising.
- Active leader.

References

Available upon request.