**Shane Woods**

Fairyhouse Road Ratoath,

County Meath

**Mobile: (**086) 196 8788 | **Email:** [shanepaulwoods@gmail.com](mailto:shanepaulwoods@gmail.com)

**Education**

**2014- 2017** **Bachelor of Civil Law (BCL) Dublin City University**

Currently a final year student.

**Expected grade overall 2.1**

**2008 – 2013 Ratoath College, Jamestown, Meath**

Leaving Certificate

**Employment History**

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

* Being the main point of contact for customers, dealing with various queries and problems. Keeping phone calls and emails up to date.
* Handling cash to ensure everything is accounted for, ensuring till is counted.
* Updating weekly figures and ensuring spreadsheets have been filled in and sent to head office.
* Daily bank lodgments.
* General customer service and completing quick sales at the cash desk and helping on the floor with sales when needed.

**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.

**Temp Sales Advisor at Schuh, Blanchardstown Sept 2015 – January 2016**

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

**General Operative at** **Funtasia Waterpark, Co Louth.** **Feb 2013 - Sept 2015**

# Customer service and administrative duties at the play area desk.

# I worked as a barista for both coffee shops within the building.

# I promoted Funtasia and acted as a brand ambassador when asked to travel around the country to trade fairs, shopping malls and promotional festivals.

# I coordinated and organised the running of a lengthy summer program of events.

**Additional Voluntary Work**

**May 2015- 2016 Events and Community Officer** for DCU Free Legal Aid Centre.

* Organisation of the FLAC annual trip.
* Organisation of Guest Speakers.

**May 2014- May 2015 Public Relations Officer** in Ratoath Musical Society**.**

* Planning, developing and implementing PR strategies for the promotion of two shows during the calendar year.
* Managing and updating information and engaging with users on social media sites such as Twitter and Facebook.

**Achievements and Interest**

**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.

**September 2009- June 2010** Winner of the Cultural Award, Big 3 Awards’

Ratoath College

**Interests:** Musical Theatre, Dancing, Acting

**Skills**

* Excellent communication skills, both written and oral.
* Very strong team player with excellent people skills.
* Exceptional computer and research skills.
* Creative and enterprising
* Active leader

**References**

Available upon Request