

Adam Zoltan Pillis
Kilclougher,
Kilmaley,
Ennis,
Co. Clare
09/09/2020

Dear _____

I am writing to you regarding the recently advertised position of _____.

I have recently qualified as a full stack software developer with UCD Academy and the code institute and am looking to acquire a position to apply and expand my skillset. With an extensive history of business

My previous due to my hard work, strong knowledge of Opera software, my mathematical ability and my dedication to the company. I have proven my abilities of customer service over the past two and half years and I believe it is time for me to expand my knowledge and challenge myself further in the future and excel within the industry. As you know, I am a young hardworking and enthusiastic person who is always dedicated to the job at hand. I have acquired many skills from my years of education, previous work experience and in daily life as a parent. I have well developed communication skills; I am an excellent team player with a proven record; as you're aware, I won the employee of the year 2018, in my current role. I love to take leadership on any task given as I pay great attention to detail in everything I do. I have personal drive and I can work on my own initiative. I consider myself to be flexible and adaptable to change. I am willing to undergo any further education or training that is required.

Thank you for reviewing my CV. Should you have any questions, you may reach me using the contact information provided.

Yours sincerely,

Adam Pillis.

Adam Zoltán Pillis

03/03/1995 | Kilclougher, Kilmaley, Ennis, Co. Clare | 0892212802| adam.pillis@hotmail.com |

Personal Profile

A proactive, confident and self-motivated individual with experience in various fields of the hospitality industry. Trustworthy, punctual and committed to delivering excellent customer service. A team player who enjoys the challenge of new tasks and works confidently under pressure using own initiative to solve problems effectively. Good IT skills and the ability to plan and prioritize workload. Learns new tasks and skills quickly. Strong communicator with the ability to acquire new information quickly.

Key Skills

- Providing exceptional customer service with a proven record
- Strong organizational skills
- Strong IT skills: proficient in the use of Microsoft Office including Word, Excel
- Proven ability to perform basic to advanced mathematical calculations
- Adept at comprehending banking procedures
- Demonstrated ability to count and balance cash and credit with accuracy
- Full clean driving license
- **Proven communication skills obtained through education and years of customer experience**
- **HTML**
- **CSS**
- **JavaScript**
- **jQuery**
- **Python**
- **MySQL/PostgreSQL**
- **Git Version Control**
- **Agile Working Methodologies**
- **Bootstrap V4/V5**
- **Django**

Work Experience

PRODUCT BUILDER

September 2020 – Present

Boston Scientific Ltd, Co. Galway, Ireland

- Building essential medical products such as catheters
- Inspecting these medical products before transferred to the next stage
- Maintaining high quality standards
- Responsible for updating internal systems such as MES (Manufacturing Execution Systems) and LPS (Line Production System)
- Maintain a clean work environment

FRONT OFFICE AGENT
Trump International Golf Links & Hotel Doonbeg, Ireland

March 2018 – September 2020

My role in Trump International Doonbeg is very similar to my previous position, which is listed below. The major difference between the two is the standard I provided in Trump International Doonbeg is of a much higher standard.

RECEPTIONIST & RESERVATION ADMINISTRATOR
The Old Ground Hotel, Ennis, Co. Clare

February 2017 – March 2018

- Promoting a welcoming environment where guests receive excellent service and endeavored to maintain the hotel to exceptional standards
- Checking in and checking out guests through the use of Hot Soft, Room Master & Opera hotel software systems. Resolve issues quickly and efficiently is vital while trying to encourage repeat business.
- Responsible for high volume of daily cash flow, lodge cash and accounts for all credit and debit transactions. Present any fluctuations to the accounts department. Process exchange transactions daily, balance foreign exchange currencies on weekly basis and record commission earned.
- Answering telephone inquiries and booking in a prompt and professional manner.
- Cover holidays for the hotel reservation department from time to time and respond to both individual and group enquiries, while adhering to existing group contracts and rates. Prepare financial and marketing comparison reports on a monthly basis along with various accommodation reports.
- Take function queries when management are occupied in a different department, offering show around along with discussing availability and rates.

HOTEL PORTER
The Old Ground Hotel, Ennis

July 2013 – February 2017

- Preparation of all hotel function rooms i.e., weddings and business meetings.
- Waiting on customers, serving food and beverages in all areas of the hotel.
- Obtaining the utmost standard of hygiene in respective areas of the hotel.
- Responding to customer questions and requests in a sincere, efficient and friendly manner.
- Greeting all guests in a warm and friendly manner to create a positive first impression of the establishment. This included VIP guests.

Education

2021/22 – Full Stack Software Development – UCD Academy

2020/21 – Business Management - Galway Technical Institute

2015 - Accounting Technician Year One - Limerick College of Further Education

2014 - Leaving Certificate – St. Flannan's College, Ennis

Volunteer Work

- During the academic year of 2013, I travelled to Calcutta, India to work with the missionaries of charity. We spent two weeks volunteering in various homeless shelters and orphanages.

Accomplishments

I won employee of the year 2018 in Trump International, Doonbeg.

Level 6 Advanced Certificate in Business Management – GTI – Further Education and Training Award

Professional Diploma In Full Stack Software Development – UCD Academy

Professional Diploma In Full Stack Software Development – Code Institute

References

Old Ground Hotel, Ennis

Trump International, Doonbeg?

John Maher

Duty Manager

Tel: 065 689 2300

Mob: 087 415 9074

Reference from Trump International or Boston Scientific available upon request.