

Adam Pillis

Kilclougher,
Kilmaley,
Co. Clare

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Personal Statement

I am a Business Level 6 graduate seeking the position as a Bookkeeper Administrator within your company. I have developed important business skills in key areas such as Communications, Finance, Management, Accounting, Personal and Professional Development. I am a proactive, confident and self-motivated individual with experience in various fields of the hospitality industry also. 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.

EDUCATION

Galway Technical Institute, Fr Griffin Road, Galway 2020-2021

QQI Level 6 Award in

<i>Modules</i>	<i>Award</i>
Business Management	To be confirmed
Communications	TBC
Management Accounting	TBC
Personal and Professional Development	TBC
Marketing Management	TBC
International Marketing	TBC
Finance	TBC
EBusiness	TBC
Work Experience	TBC

St. Flannan's College, St. Flannan's Road, Ennis, Co. Clare 2009-2014

Leaving Certificate Results

<i>Subjects (Higher Level)</i>	<i>Award</i>
English	C3
Mathematics	C1
Irish	C3
Economics	C1
Biology	B3
Chemistry	C1
French	C2
Hungarian	B3

EMPLOYMENT

Boston Scientific, Co. Galway

September, 2018 – Present

Product Builder

- 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

Trump International Golf Links & Hotel Doonbeg, Ireland

March, 2018 – September, 2020

Front Office Supervisor

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.

The Old Ground Hotel, Ennis, Co. Clare

July, 2013 – March, 2018

Receptionist and Reservations Administrator

- 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.
- Take function queries when management are occupied in a different department, offering show around along with discussing availability and rates.
- 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.

SKILLS/HOBBIES

Language – Fluent in English and Hungarian

Computer Skills - Microsoft Office including Word, EXCEL and PowerPoint

Hobbies - Keen interest in watching or playing snooker and pool. I also enjoy playing golf on different courses in Ireland most weekends. I find this helps to unwind after a stressful week. I am currently self-learning basics of programming.

REFEREES

Maeve O'Brien
Trump International
Doonbeg
Co. Clare

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John Maher
Old Ground Hotel,
Station Road,
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