

# ALAN SMYTH

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## PERSONAL STATEMENT

A highly resourceful, flexible, innovative, and enthusiastic possesses a considerable amount of knowledge regarding administrative, website maintenance and social media. Good team player and have ability to work with the minimum of supervision. A quick learner, who can engage new ideas, can communicate clearly and effectively.

## KEY COMPETENCIES AND SKILLS

### IT

- Creating websites that are user-friendly, effective and appealing
- Knowledge of Photoshop and Illustrator
- Providing invocative new ideas and solutions to problems
- Learning new technologies and keeping abreast of markets developments
- PC and Mac literate

### Social Media

- Natural interest in social media
- Knowledge of Wordpress
- Regular reviewing on latest SEO techniques
- Ability to manage multiple projects at once
- Can communicate information and ideas concisely to a targeted audience
- Experience of the blogging ecosystem

### Administration

- Comprehensive knowledge of Microsoft Word, Outlook, Excel and Office365
- Maintaining an electronic and hard copy filing system
- Conducting research on behalf of managers
- Can work without supervision
- Ability to priorities tasks
- Ability to maintain confidentiality

## EMPLOYMENT HISTORY

**Social Media and Administration Officer**      **Reach Deaf Services**      **2016- Present**

### Social Media

- Heavily involved in developing our rebrand design
- Looking after our Social Media platforms and developing our marketing strategy
- Creating and Editing Videos
- Responsible for our Annual Reports and Newsletters
- Photography
- Using various software such as Canva and Adobe (Photoshop & Video Editor)
- Responsible for maintaining our website ([www.reachdeafservices.ie](http://www.reachdeafservices.ie))
- Working with different departments within the organisation to promote their services

### Administration

- Booking interpreters, rooms and training
- Delivering Manual Handling Training and People Handling Training to our Staff
- Looking after our SharePoint

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|-----------------------------|-----------------------------------|--------------------|
| <b>Social Media Officer</b> | <b>Deaf Village Ireland (DVI)</b> | <b>2014 – 2016</b> |
|-----------------------------|-----------------------------------|--------------------|

- Updating Facebook, Twitter, and Instagram
- Creating Newsletters on a quarterly basis
- Creating short video clips daily sharing different events happening at DVI
- Ensuring the website is updated regularly
- Ensuring DVI's Social Media policy is in place and updated regularly
- Participating in discussions with all organisations in the DVI to clarify what they want
- Participated in brainstorming sessions to come up with ideas
- Developed the 2018 World Deaf Golf Championships ([wdgc2018.com](http://wdgc2018.com)) website for the Irish Deaf Golf Union and continued to manage the website for the 2 years

<b>Sales Assistant</b>	<b>Coffee Yard, Belfast</b>	<b>2008-2011</b>
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<b>Administrator</b>	<b>Irishdeaf.com</b>	<b>2005 – 2007</b>
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| <b>Graphic Designer</b> | <b>Dorset College</b> | <b>2004</b> |
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- Designing posters and leaflets using Photoshop
- Created a letterhead for letters

<b>Secretary</b>	<b>Dublin Deaf Association</b>	<b>2013- present</b>
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- Faxing, printing, photocopying, filing, and scanning
- Creating and modifying documents using Microsoft Office
- Type up the minute of meeting and circulate to the board member
- Scheduling meetings and preparing agendas for board member
- Updating, processing, and filing of all documents
- Scheduling and delegating administrative tasks

FETAC Level 8 Quality Management	Limerick 2018
FETAC Level 6 People Handling Instructor	Safety Ireland 2017
FETAC Level 6 Manual Handling Instructor	Safety Ireland 2017
FETAC Level 4 Digital Media Technology	Baldoyle ETB 2016
FETAC Level 5 Computer Network and	Killester College of Further Education, 2007
Maintenance FETAC Level 5 Computer	Roslyn Park College, Dublin 4 2004
Programming	

**\*\*\*References available on request\*\*\***