

Alcenice Cleo Murphy

Ireland - Dublin | Irish

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SUMMARY

Bilingual Professional (Portuguese & English) holding a Diploma in Big Data for Business and Higher Certificate in Science in Computer in Information Technology IT Support - SB level 6, in addition to possessing a plethora of rich and varied industry experience spanning several years. Strong academic knowledge in IT procedures and data analysis. Analytical, resourceful and possessing a passion for delivering exceptional results, with a strong client centric mentality. Currently looking for an opportunity to develop within the IT environment; open to remote working environments.

Areas of Interest

Networking | Programming Development | Data Analyst | IT Support

EDUCATION

- **Higher Diploma in Computer Science - Software Development | Dublin Business School, Ireland | Feb 2021**
- **Modules:** Principles of Programming, Database Design & Development, Operations Systems & Networking, Information Systems Development & Management, DevOps Project Management, Operating Systems & Networks, Web Design & Development, Object Oriented Programming, DevOps Practices & Principles, Tools & Technologies for DevOps
Web Cloud application Development
- **Diploma in Big Data for Business - Level 7 | DBS College, Dublin, Ireland | 2017 - 2018**
- **Modules:** Databases, Management, Maths Statistic for Business, information System, Data Visualisation & Big Data, Python
- **Higher Certificate in IT support in Science in Computer in Information Technology - SB level 6 | CCT, Dublin, Ireland | 2015 - 2016**
- **Modules:** Data communications Network Service Management, Virtualisation, System Analysis, Design Databases, Programming 1 Advanced Programming 2, Network Communications Mobile Device and Technology, HTML
- **Further Certifications & Training**
- **FAS | Sep 2009 - Jun 2010**
- **Courses:** Office Procedures, Using Word Processing Software to Adapt & Merge Documents, Designing & Creating Spreadsheets, Designing & Creating Databases, General Office & Clinical Services, Office Administration, Manual Handling introduction to just AID, Text Production, Communication, Customer Services, Info & Administrations, Microsoft Word, Excel, PowerPoint, Spreadsheets, Databases, Filling, Office Organisation Practise Principles of IT, Access Career Planning
- **Certification in HACCP**
- **Sage Line 50, Computerised & Manual Payroll | IATI | Ireland 2009.**

TECHNOLOGIES

- Operating Systems: windows 2008/ME/XP, Mac OS
- Data Communications: Configuration Route, Server, Switches, Cables
- Networking: LAN/WAN, TCP/IP, VPN
- Languages: HTML
- Databases: Commands Mysql, Sqlite
- Programming: Codes, Eclipse
- System Analysis & Design: Design Diagram
- HTML, CSS

EXPERIENCE

Team Administration | Kepak Clonee(www.kepak.com) Ireland | Nov 2020 - Present

- Sales – invoices for the site
- Dry store – transfer all the cost of packages used for each department, control and maintains the emydex, the goods purchases, prices quantity.
- Health Safety department- Exchange PPE for the site control the store,
- Present policies and speeches to Employees regarding new industry policies and standards; instilling a sense of moral and confidence regarding procedural etiquette and performance.
- Verified the health and well being of over 300 Employees daily; controlled procedures pertaining to COVID19 within the company.

Logistics Coordinator | Kepak Clonee | Sep 2020 - Nov 2020

- Demonstrated a wealth of knowledge in the area of compliance and procedural etiquette; updated and printed all reports and guidelines pertaining to CMRs (*Convention on the Contract for the International Carriage of Goods by Road*).
- Processed shipping containers, assigned sales order manual in the container Emydex programme, assigned (PO's) and shipping orders (SO's); processed all administrative duties pertaining to the same and ensured data accuracy and integrity.
- Executed all administrative functions related to client relationship management, including; the upkeep of customer account records, and movements related to sales returns.
- Processed inter-site sales between Kepak sites e.g., Kepak Clonee to Cork, Kepak Ballybay to Kepak Longford. Provided CMRs with accurate paperwork and issued online orders ensure receipt of the load.
- Ensured the timely and accurate set up of sales orders for next day movements.
- Participated in warehouse operations, including movements, inventory control and stocking.
- Processed pertinent paperwork to vet certificates regarding OSI stock store movement sales.
- **Successful Projects / Achievements**
- Demonstrated exceptional proactive and self teaching abilities; developed knowledge of the function within a short period of time.
- Monitored and reported on transportation costs and consistently excelled in the administration of shipping documents.

Administrative Assistant | Kepak Clonee | Aug 2018 - Oct 2020

- Generated and distributed pertinent reports containing yield data and delivered presentations on a daily and weekly basis.
- Analyzed yield data; reviewed production loss and noted findings.
- Created PowerPoint presentations used for business development purposes.
- Designed electronic file systems and maintained electronic and paper files; optimized functionality and focused on time saving.
- Created and maintained spreadsheets using advanced Excel functions and calculations to develop reports and lists.
- Followed up meetings and conferences and drafted minutes and notes.
- Reviewed HMR bar codes on an hourly basis to ensure accuracy and efficiency.
- Compile reports and spreadsheets and prepare spreadsheets.
- **Successful Projects / Achievements**
- Secured remarkable improvements in the data accuracy of the weekly yield report; reviewed and balanced statistical data that ensured, for the first time in a long period of time, that all data aligned and thus facilitated business decision making and outcomes.

Period of time dedicated to household management and the pursuit of further educational training | 2010 - 2018

General Operative - Factory Floor | Kepak - Goldstar

- Completed duties including product control, packing and line processing.
- Demonstrated keen skills in team working and self initiative through a collaborative focus.

Office Administration.

- Input all invoices into SAGE; ensuring data integrity and process accuracy.
- Processed cheque payments and posting, prepared the intercompany reconciliations.
- Ensured the timely and efficient organisation of mail, invoices, and filing.
- **Successful Projects / Achievements**
- Gained invaluable experience across multi-disciplinary levels including office administration, financial processes and line processing on the factory floor; developed excellent communication, collaboration and time management skills.

VOLUNTEERING

- Volunteer | Translation Services - Remote | 2010 - 2018
- Volunteer | St Vincent de Paul, Dublin, Ireland |

GENERAL SKILLS

- **Language Skills:** Portuguese (Native) | English (Fluent)
- **Computer Skills:** Microsoft Office Package, Google Drive, SAGE, Technologies listed above.

References Upon Request