

Name: Aidan Thorpe  
Contact Details: Tristia, Mount Jubilee, Geesala, Bangor Erris, Ballina, Co. Mayo  
Mobile: +353 85 1699108  
Email: Aidant842@gmail.com

## **PROFILE**

I am keen to learn new skills and work hard to develop myself with your company. I am happy to undertake any training required to complete the role.

## **CAREER HISTORY**

### **Assistant, West World Kayaks**

**13/03/2013 - 27/03/2013**

- Two weeks work experience through school at West World Kayaks, employer briefed us on safety precautions when using and hiring out kayaks. In this time, I dealt with customers and instructed them on how to use the kayaks safely.
- Once the customer had finished with the kayak I had to perform a safety check on the kayak to make sure it was safe to be hired out again or if any damage had been done that needed repair.
- I also spoke to the customers to receive feedback and judge customer satisfaction and took photos for the customers.

### **Sales Assistant, Tubs and Tiles Ballina**

**20/11/2012 - 27/11/2012**

- One weeks work experience through school at Tubs and Tiles working with a sales person.
- In this time I completed stock checks, prepared products for dispatch, loaded trucks with products and went on deliveries, which gave me the opportunity to deal with customers inside and outside the workplace.

### **Labourer, Force Fitness Systems (UK)**

**10/06/2013 - 29/8/2013**

- I travelled to England to work in a family business as a labourer.
- Responsibilities included: refurbishing gym equipment. Stripping down gym equipment to the frame, bringing it to be sandblasted and powder coated, rebuilding the equipment including all bearings, oil, pulleys, cables, bushes. Refinish the exterior with appropriate manufacturer/Gym decals and replace upholstery.
- Servicing gym equipment. Performing mobile gym servicing to associated companies such as JD. Removing and replacing worn parts on equipment and bringing equipment for refurbishment if needed.

**Assistant Mechanic, KR Motors****25/05/2015 - 30/8/2015**

- Before starting work here I was briefed on health and safety in the work environment.
- Performing servicing and general mechanic work such as diagnosis and replacing worn parts and fixing electrical problems.
- I also dealt with many customers both over the phone and in person to help diagnose problems and give solutions and pricing.

**Meter Reader, ESB/TAM Ireland****16/09/2016 – 17/07/2017**

- Before starting work here I shadowed another employee to learn the procedures and the health and safety requirements for accessing private property.
- Reading electricity meters in a large area, in both rural and urban areas. In doing so, I have interacted with a large array of people, as well as forming good customer relations, conversing with customers and getting to know them on a name to name basis.
- I have learned good time management skills due to having to complete routes in a short time frame. Also logging all work completed on an excel spreadsheet and sending invoices by a set deadline.

**Shop Assistant, Gala****17/07/2017-Present**

- In working as a shop assistant, I completed a manual handling course which taught me to lift both heavy and light goods safely.
- In charge of ordering for parts of the shop assigned to me.
- Stock control and rotation of goods, ensuring nothing goes out of date.
- Took on the responsibility for opening the shop in the morning and closing shop at night, ensuring the premises is locked securely and the tills are uplifted and money left in the safe.
- Responsibility for till management and service: trained on the till to serve customers and dealing with money transfer.
- Quality control of stock: ensuring all stock delivered arrives in a good condition, and stock on the shelves is up to quality standards.
- Communication and customer service: I have developed essential customer service and communication skills, dealing with customer enquiries, helping customers with product selection.
- Flexibility and time management: ensuring all tasks are completed within the time frame specified by management and ability to work to tight deadlines as required.
- Cleaning: ensuring the shop floor, shop front and shelves are presented to a high standard at all times.
- Colleague training: responsible for training new staff working on the closing and weekend shifts and providing feedback as they complete tasks.

**Farm Assistant, Family Farm****Present**

- General operation of Farm, including feeding of livestock, upkeep of sheds and land boundaries.
- Upkeep of farm machinery:

### **Achievements:**

Completed the Leaving Certificate with four higher level subjects and two ordinary level subjects.

Completed one year of Computer Security and Digital Forensics at LYIT.

## **EDUCATION & TRAINING**

### **September 2014 – May 2016**

Letterkenny Institute of Technology  
Computer Security and Digital Forensics.

### **September 2008 - May 2014**

Jesus and Mary Secondary School, Crossmolina.  
Leaving Certificate.

## **SKILLS, IT SKILLS & LANGUAGES**

- English – fluent
- Completed two years of Computer Security and Digital Forensics, giving me a good background on Java Programming. Windows, Linux and DOS operating Systems, networking and computer hardware.
- Completed the ECDL giving me skills and knowledge of all Microsoft Office applications.
- Dedicated team player, I adapt easily to any working environment and I'm also very capable of working on my own initiative.
- Enjoy learning new skills and happy to undertake any additional training if required.
- Work well under pressure.
- Hard working.
- Good organiser and like everything to be neat and tidy.

## **INTERESTS**

Have a keen interest in computers having built my own high end PC.

Have a keen interest in cars having done all work and fixing on my car myself.

References available on request

