

Niall Reynolds

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401, Silver Melody,
Church Avenue,
Santacruz West,
Mumbai- 400054

Contact Number: +91-8779766697

Email ID: niall.reynolds.1998@gmail.com

Skills

Customer Communication, Content Writing, Social Media Management, Team Work, Leadership Skills, MS Office, GSuite, Proficient in English (Written and Spoken), Proficient in French (Written and Spoken), Quick Thinker, Quick Learner.

Experience

Cat Café Studio / Full Time Server

May 2018 - June 2018, Mumbai.

- Communicating with customers
- Maintaining cleanliness in the cafe areas.
- Watching the cats for any signs of illness.
- Selling Merchandise to customers.
- Managing POS Terminals

Cat Café Studio / Feline Operations Assistant Manager

July 2018 - October 2018, Mumbai

- Communicating with customers.
- Training new employees on how to talk to customers.
- Solving any issues that arose with customers
- Talking to prospective adopters
- Carrying out all adoption formalities and interviews
- Maintaining Basic Health and Hygiene of the cats in the cafe
- Conducting training workshops for CCS Servers on how to handle special needs cats

The Feline Foundation / Feline Operations Assistant Manager

July 2018 - October 2018, Mumbai

- Giving daily medication to the cats under the care of the organization
- Maintaining a database of monetary donations made to the organization
- Maintaining a database of in-kind donations made to the organization.
- Maintaining a database of cat food used by the organisation

- Daily vet visits with sick cats
- Writing a daily report to the Feline Operations Manager
- Making sure all areas of The Feline Foundation were clean
- Coordinating sterilization drives regularly
- Coordinating with local stray feeders
- Training CCS Staff on the history of each rescued cat.
- Organizing regular Adoption Camps

The Feline Foundation / Development Assistant Manager

January 2019 - September 2019, Mumbai

- Idealizing, planning and executing fundraiser events for the organization.
- Contacting and then communicating with corporate sponsors for the fundraiser events.
- Contacting and communicating with venue sponsors for the fundraiser events
- Sending out regular mailers to the organization's mailing list.
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- Managing the Volunteer Programme of the organization
- Supervising volunteer workers and coordinating activities in events within the organization
- Classifying applicants for volunteer work and training volunteers in specific assignments
- Managing the Fellowship Programme of the organization
- Coordinating the Internship Programme between the organization and local educational institutes.
- Planning educational seminars between the organisation and educational institutes
- Managing the Social Media pages of the organization
- Writing content for the organization's Social Media pages, website, brochures, pamphlets, etc.
- Maintaining donation boxes of the organization at different locations
- Contacting corporate companies for sponsorship of The Feline Foundation's Education and Awareness programmes
- Contacting corporate companies for Brand Associations between the said company, The Feline Foundation and Cat Café Studio.
- Planning and executing Education and Awareness workshops
- Coordinating between the various departments within the organization.
- Responding to all queries made to the organization via email, telephone, social media pages, etc.

Education

Sacred Heart Boys' High School / Secondary School Certificate

March 2014, Mumbai

St. Andrews College of Arts, Science and Commerce / Higher Secondary School Certificate in Science

March 2017, Mumbai

St. Xavier's College (Autonomous)/ Bachelor of Science

June 2019-Present, Mumbai

Volunteering Activities

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- Mumbai Comic Con - F&B Department (2017)
 - Mumbai Comic Con - International Guest Department (2018)
 - Mumbai Comic Con - International Guest Department (2019)
 - Sacred Heart Church Summer Club (2014)
 - Sacred Heart Church Summer Club (2015)
 - Hearts on Fire- An Inter Parish Sports and Cultural Event (2018)
 - Hearts on Fire- Subhead of Administration (2019)
 - Malhar - Administration Volunteer (2019)
 - Ujali - Administration Volunteer (2019)
 - Econundrum - Administration Volunteer (2020)
 - Alchemia - Administration Volunteer (2020)
 - Intesaab - Events Head (2020)
 - Willingdon Catholic Gymkhana- Marketing and Communications
Department (Youth Committee) (2019-present)
 - Sacred Heart Youth Movement (2014- present)