

## PERSONAL DETAILS

**Name** Elys Correa Thompson

**Address** 2, Spencer Street North,  
Dublin,  
Dublin 3.

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## EDUCATION & PROFESSIONAL QUALIFICATIONS

**2022-Present** **Association of Chartered Certified Accountants (ACCA)**  
One exemption (Business Technology -BT)

**2019-2021** **Bachelor of Business Studies (Accounting pathway) – 2:1**  
Independent College Dublin

**2011–2014** **Master's Degree in Portuguese Linguistics – 1:1**  
Universidade Federal do Espirito Santo

**2006–2009** **Portuguese Language – 1:1**  
Universidade Federal do Espirito Santo

## PROFESSIONAL EXPERIENCE

**Company** Enterprise Ireland, Dublin  
**Date** May 2023  
**Position** Receptionist

### Roles and Responsibilities

- Greeting and welcoming guests as soon as they arrive at the office.
- Directing visitors to the appropriate person and office.
- Answering, screening and forwarding incoming phone calls.
- Ensuring reception area is tidy and presentable, with all necessary stationery and material.
- Providing basic and accurate information in-person and via phone/email.
- Receiving, sorting and distributing daily mail/deliveries.
- Maintaining office security by following safety procedures and controlling access via the reception desk.
- Updating calendars and schedule meetings.
- Performing other clerical receptionist duties such as filing, photocopying, and scanning.

## OTHER WORK EXPERIENCE

### AIB

**Date:** May 2022 to February 2023  
**Role:** Customer Advisor

### Fresh Opportunities

**Date:** February to May 2022  
**Role:** Coffee dock and Deli Assistant

### Carroll Food Services

**Date:** 2019 to 2022  
**Role:** Catering

### ELI (English Language School)

**Date:** 2018 - 2019  
**Role:** Canteen Staff/ Receptionist

### Accent Solutions

**Date:** 2017 - 2021  
**Role:** Cleaner/ Canteen Staff

### Secretaria do Estado do Espirito Santo

**Date:** 2013 - 2016  
**Role:** Portuguese Teacher

**Projeto Universidade Para Todos (PUPT)**

**Date:** 2009- 2011

**Role:** Portuguese Teacher/Mentor

**Professional References available upon request**