

## **Curriculum Vitae**

### **Personal Details**

**Surname:** Keville McKeon  
**Name:** Anita  
**Date of Birth:** 25th April 1979  
**Nationality** Irish  
**Address:** Mullaghgrigny  
Mohill  
Co. Leitrim N41 PP52  
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### **Qualifications**

Higher Diploma (HDip) in Occupational Health and Safety Work (Level 8)

Higher Certificate in Occupational Health and Safety At Work (Level 7)

Accredited QQI Level 6 Manual Handling Instructor

QQI Level 6 Train The Trainer

Diploma in Business Management (Business Studies)

Diploma in Security Business Management – (Security Systems and Procedures, Legal Studies, Health, Safety and Fire)

2nd Lt. in the Infantry Battalion RDF in 2004 (Irish Reserve Army).

## **Educational Record**

<b>2021 – 2023</b>	Higher Diploma (HDip) in Occupational Health and Safety At Work (Level 8) – UCC, Cork
<b>2020 – 2021:</b>	Higher Certificate in Occupational Health and Safety At Work (Level 7) – UCD, Dublin
<b>1998-2000:</b>	Diploma in Business Management and Security Business Management Dun Laoghaire College of Further Education
<b>1993-1998:</b>	Leaving Certificate 1998 Vocational School Mohill, Co. Leitrim

## **Employment Record:**

<b>Feb 2020 – Present</b>	<b>NCTS Training and Consultancy Ltd. Lecarrow, Kilglass, Co. Roscommon</b>  Occupational Health and Safety Consultant and Training Manger
<b>Mar 2008 – Feb 2020</b>	<b>FRS Training, Greatmeadow, Boyle, Roscommon</b>  Regional Sales and Training Co-Ordination Manager:
<b>Jan 2006 - Nov 2006</b>	<b>Cola Bottlers Ireland, Tuam, Co. Galway</b>  Sales Manager: - Leitrim Sligo Donegal area for all wholesale's outlet.
<b>Jan 2005 – Oct 2005</b>	<b>3G Hutchison Telecommunications (1-year traveling)</b> Australia – Victoria, West Australia and Queensland Sales Representative
<b>Nov 2001- Nov 2004</b>	<b>MBNA Europe Bank Ltd</b> Dublin Rd, Carrick-on-Shannon, Co. Leitrim  Irish Business Analyst on the SSE Project Team (Systems Extension Project)
<b>Nov 1999 – Nov 2001</b>	<b>PA/AA to CEO and Directing Manager,</b> HCM International, 8-11 Lower Baggot St. Dublin

**References:** On Request

