**cathal Coyle**

**CONTACT INFORMATION**

7 Sli Ultan

Laytown

Co. Meath

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**Education**

***September 1987:*** *Leaving Certificate – Cavan Vocational School, Co. Cavan*

**January 1995:** *Chefs Course City & Guilds 7063 part 1-Defence forces School of Catering, McKee Bks. Dublin*

**May 2003:** *Certificate in safety & Health at Work-University College, Dublin*

**July 2003:** *Managing Assault and trauma in the workplace:-EAP Institute at PDFORRA Head Office, Dublin*

**September 2003:** *HACCP Course: - Defence forces School of Catering, McKee Bks. Dublin 7*

**October 2006:** *Sports Stadium Steward FETAC level 5:-Killester College, Dublin*

**October 2007**: *Door Security Procedures FETAC Level 4:- Chevron Training, Wexford*

**October 2008:** *Safety Officers Course:-Air Corps College, Casement Aerodrome, Dublin*

**January 2009:** *Manual handling Instructors Course: - Air Corps College, Casement Aerodrome, Dublin*

**October 2009:**  *Fire Wardens Course: Gormanston Military Camp*

**May 2010:** *Train the Trainer-FETAC Level 6 - Security Institute of Ireland, Naas, Co. Kildare*

**October 2010*:*** *Advanced Manual Handling Instructor - FETAC level 6 – Security Institute of Ireland*

**March 2012:** *Responding to Physical Attacks Basic Course-(RPAB10) - Security Institute of Ireland*

**March 2012:** *Dealing with conflict & Physical Attacks Instructors course - Security Institute of Ireland*

**July 2012:** *Basic Guarding Skills FETAC Level 4:- Security Institute of Ireland*

**October 2012:**  *Diploma course in Security Management FETAC Level 6:- Security Institute of Ireland*

**February 2013:** *Trainer up skilling course (QQI):- Security Institute of Ireland*

**October 2015:** *Security Team Leader course (QQI Level 5):- Security Institute of Ireland*

**November 2016:** *Trainer up skilling course (QQI):- Security Institute of Ireland*

**May 2018:** *Diploma in Asset Risk Management :- Security Institute of Ireland*

**June 2021:** *Microsoft Excel :- cenitcollege.ie*

### April 2022*: Special Needs Assisting QQI Level 5 Mallow College, Cork*.

### April 2022: *Supervisory Management QQI Minor Level 6 Code- 6N4329: Louth and Meath Education* and *Training Board*

### August 2022 – April 2023: *QQI Level 6 -346330 Security Operations DDLETB Baldoyle Training Centre.*

**March 2023- May 2023:** QFA Loans course : Louth and Meath Education and Training Board

**WORK EXPERIENCE**

***November 1987 – February 2012 – Defence forces Ireland –* Gormanston Camp, Gormanston, Co. Meath**

* 10 years catering experience in busy kitchens
* Health & safety Officer for the Camp preparing Safety Statements, risk assessments, instructions, procedures and lectures.
* Manual handling instruction, courses done weekly.
* Administration work in company office.

***January 2000-April 2006 Security Supervisor-Proguard Security, Ormond Quay, Dublin 7***

* Customer care and service
* Dealing with Existing & new customers Contracts
* Responsible for the training of new staff
* Health & safety of staff and customers
* Rosters and time tables
* Performing Security duties-Door, events & Static

***April 2006 – September 2011-* Security Manager/Trainer-Strand Security Services, Beaver St. Dublin 1**

* Customer care and service
* Dealing with Existing & new customers Contracts
* Responsible for the training of new staff
* Health & safety of staff and customers
* Rosters and time tables
* Refresher training for all staff
* Dealing with the private Security Authority regarding Security licenses
* Deliver Security Courses to personnel who can get their PSA license with their FETAC level 4/5 Certificate

***September 2011-April 2012-Security & safety trainer-SCC Security Group, Tramore , Co. Waterford***

* Responsible for the training of new staff
* Health & safety of staff and customers
* Refresher training for all staff
* Dealing with the private Security Authority regarding Security licenses
* Deliver Security Courses to personnel who can get their PSA license with their FETAC level 4/5 Certificate

***November 2011-April 2012 -Safety & Manual handling Trainer-Hughes Consultancy & Training, Kilkenny.***

* Instruct Safety & Health Courses - FETAC level 5 Certificate
* Instruct Manual Handling Courses
* Instruct HACCP Courses

***January 2012-April 2012 -Safety & Manual handling Trainer-Holland safety Consultancy & Training, Dublin.***

* Instruct Safety & Health Courses - FETAC level 5 Certificate
* Instruct Manual Handling Course

***April 2012-March 2013 –Site /training Manager for Brinks Ireland, Croke park, Dublin***

* Customer care and service
* Dealing with Existing & new customers Contracts
* Responsible for the training of new staff
* Health & safety of staff and customers
* Rosters and time tables
* Performing Security duties-events, Matches, handling cash & Static Guard
* Deliver Security Courses for new Brinks Security personnel who can get their PSA license with their FETAC level 4/5 Certificate
* Deliver Responding to Physical Attacks Course (RPAB10) to all security officers

***March 2013 – present -Health & Safety/HACCP trainer for NIFAST/CPL, Swords Co. Dublin ***

* Instruct Safety & Health Courses - FETAC level 5 Certificate
* Instruct Manual Handling Course

***December 2014-May 2018 –Director/Site /training Manager for We Do All Services,Unit 8 Birch house, Rosemount Business Park, Dublin 15***

* Director of a security company
* Customer care and service
* Dealing with Existing & new customers Contracts
* Responsible for the training of new staff
* Health & safety of staff and customers
* Rosters and time tables
* Performing Security duties-events & Static Guard
* Deliver Security Courses for new Security personnel who can get their PSA license with their QQI level 4/5 Certificate
* Deliver Responding to Physical Attacks Course (RPAB10) to all security officers

***June 2018-October 2019 –General Manager for Rubicon securities, Unit 4, Beamore Business Park, Drogheda, Co. Meath.***

* General manager of a security company
* Customer care and service
* Dealing with Existing & new customers Contracts
* Responsible for the training of new staff
* Health & safety of staff and customers
* Rosters and time tables
* Performing Security duties-events & Static Guard
* Invoicing Clients for billing
* Processing payroll for employees

***October 2019 - Present–Admin / Payroll Clerk for Alecko Solutions, Golden meadows, Rataoth, Co. Meath.***

* General enquiries from staff.
* Customer care and service
* Dealing with Existing & new customers Contracts
* Health & safety of staff
* Invoicing Clients for billing
* Processing payroll for employees

***November 2019- Present -Safety & HACCP Instructor- HCT Consultancy , Kilkenny.***

* Instruct Safety & Health Courses - QQI level 5 Certificate
* Instruct HACCP Courses

**Interests and Achievements**

* Voluntary work: With Spinal Injuries Ireland as a helper on trips around Ireland
* Sports
* Member of a leisure centre
* Completing the Dublin city marathon
* Becoming a Trainer

**Skills**

* Good knowledge of Microsoft word, excel, PowerPoint , email and internet
* Enthusiastic, hard working, quick to learn
* Strong communication and leadership skills through projects undertaken whilst studying for my certificates
* Health & Safety in the workplace
* Good interpersonal skills, I can work on my own initiative and as part of a team
* Promoting training and gaining new skills

**Referees:**

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Available on request