**CURRICULUM VITAE**

**Mary McCooey**

**34 Woodford Meadows, Clondalkin, D22**

**087 1262335 |** [**marymccooey@hotmail.com**](mailto:marymccooey@hotmail.com)

**Personal Profile**

Conscientious, polite, and hardworking office professional. Trustworthy and reliable, with a positive outgoing, can do attitude. Strong experience working front facing in an office/reception setting. Have worked with very prestigious companies, mainly in in the law and finance sector. I have a very good understanding of MS office, word and certain aspects of Excel, using them on a daily basis. During my many years experience, working with different corporate businesses, I have also used different company’s security and databases and have an ability to pick up new skills quickly. My excellent time management and attention to detail means every task I complete is done so, efficiently and to the highest of standards. I am punctual and being single with no commitments, fully flexible with my working hours. I am a diligent worker and pride myself in delivering the highest standard of work. Always well presented and well-groomed as I believe this is very essential, being the first point of contact in representing my employer. Being extremely approachable and helpful, throughout my years of working in front facing rolls, I have gained vast amount of customer service skills. I am looking for a role where I can utilize all my current skills and progress further in my career.

**Education**

**1978:** Pobal Scoil Iosa, Malahide, Co

Dublin

***Intermediate Certificate***

***8 Honours, 1 Pass***

**1980: *Leaving Certificate***

***4 Honours, 2 Passes***

**Further Education**

**1980:** Course Study with ANCO

***Getting Started in the Business World***

**1987:** Receptionist Centre of Dublin Ltd.

Course covered:

* Typing
* Telephone techniques including tele trainer
* Receptionist duties
* Filing, post, diary
* Business procedures
* Grooming and makeup

**2011**: **DELE B2 Diploma in Spanish**

**Work Experience**

**August 2019 – Present date Temporary Asignments**

**And Contract**

**May 2021 - June 2022 DCC Vital**

**Fannin Healthcare**

**(I year contract) Leopardstown, D18 *Receptionist/Telephonist***

* Meeting and greeting of clients.
* Answering switchboard and helping with client queries.
* Booking of Meeting Rooms, taxis, and couriers.
* Ordering stationery and supplies
* Managing service requirements of the business

**May 2006 - August 2019 Gore and Grimes**

**Solicitors**

**Smithfield, Dublin 7**

***Receptionist/ Telephonist***

* Meeting and greeting of clients.
* Answering switchboard and helping with client queries.
* Booking of Meeting Rooms, taxis, and couriers.
* File management-booking and logging of files into and out of premises.

**Jan 2004 - April 2006 A.I.B Arklife Assurance,**

**Burlington Rd. Dublin**

**Dublin 4**

***Senior Receptionist/***

***Telephonist***

* Answering an extremely busy switchboard, taking up to 2,000 calls daily.
* Meeting and greeting of clients and dealing with any queries.
* Responsible for the maintance and upkeep of all the company telephones.
* Running monthly reports for all departments on a Ringmaster system, or as and when requested by management.
* Booking of meeting rooms, taxis, and couriers.
* Logging of data in relation to invoices.
* Ensuring reception was always kept neat and tidy**.**

**Nov 2002 – Jan 2004** Temporary Assignments

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| **Aug 1999 – Nov 2002:** | **Global Crossing Ltd.**  **The Sweepstakes Centre, Ballsbridge, Dublin 4.** |
| Position: | ***Senior Receptionist/Telephonist*** |
| Responsibilities: | * Meeting and greeting clients, answering calls with great emphasis placed on these two duties * Ordering couriers, taxis and dealing with all incoming correspondence * Making sure reception area was always kept tidy * Ensuring all visitors received the highest quality service * Monitoring use of all conference rooms and organised business travel * Issued security passes using a computerised system * Liaised with company suppliers and supplies * Issued car parking passes * Filing and data entry for the Accounts Payable Department on a regular basis to alleviate workload |
|  |  |
| **Dec. 1997 - July 1999:** | **Riverdance / Tyrone Productions**  **27 Lower Hatch Street, Dublin 2** |
| Position: | ***Receptionist / Telephonist*** |
| Responsibilities: | * Answering an extremely busy switchboard * Meeting and greeting clients * Ordering taxis, couriers and booking lunch * Updating the programmes of the extensions * Making sure reception was always kept tidy |
|  |  |
| **April 1997 – Dec 1997:** | Various temporary assignments and contract work in Dublin |
|  |  |
| **Oct 1994 - March 1997:** | **McGuinness Finch Law Firm**  **Mayfair, London** |
| Position: | ***Receptionist / Telephonist*** |
| Responsibilities: | * Answering a very busy switchboard and dealing with clients * Booking meeting rooms, lunches, couriers, and travel arrangements * Always keeping reception tidy |
|  |  |
| **Sept 1993 – Oct 1994:** | Various temporary assignments in London |
|  |  |
| **Feb 1992 – Aug 1993:** | **Arthur Andersen, Chartered Accountants**  **1 Surrey Street, London WC2R 2PS** |
| Position: | ***Receptionist*** |
| Responsibilities: | * Working for a busy reception area in a team of three, operating shift system * Greeting international clients and visitors * Issuing security passes using a computerised system * Monitoring use of all conference rooms * Liaising with internal staff, notifying visitors of any delays * Issuing car parking passes * Ensuring reception always kept tidy * Paying particular attention to client care and ensuring all visitors receive the highest quality service |
|  |  |
| **Jan. 1990 - Jan. 1992:** | **Hanson Strategic Planning & I.N.C.O.**  **1 Grosvenor Place, London WC1** |
| Position: | ***Receptionist*** |
| Responsibilities: | * Greeting prestigious clients * Issuing passes and escorting guests to relevant floors * Dealing with messengers and correspondence * Receiving facsimiles |
|  |  |
| **Aug. 1989 - Jan. 1990:** | **Conran Roche Architects**  **2 Fitzroy Square, London W1** |
| Position: | ***Receptionist/Telephonist*** |
| Responsibilities: | * Meeting and greeting clients * Answering switchboard * Booking conference rooms, ordering taxis, couriers, and lunch * Keeping reception tidy |
|  |  |
| **April 1988 - April 1989:** | **Angel International Receptionist**  **50 Fleet Street, London EC4** |
| Position: | ***Receptionist / Telephonist*** |
| Responsibilities: | * Dealing with incoming and outgoing mail * Greeting clients and applicants * Helping with queries and answering a busy switchboard * Responsible for company diary, absence and holiday reports and making external appointments for employees * Used telex machine, dealing with administration, and filing |

**TEMPORARY ASSIGNMENTS AND CONTRACT WORK IN IRELAND**

Bar Of Ireland, Distillery Building, Church St. D7

Hussey Fraser Solicitors, Northumberland Rd. Dublin 4

Standard Chartered Aviation Bank, Molesworth St. D2

Savills Management Suite, Clancy Quay, D8.

Eversheds Sutherland, Earlsfort Terrace, Dublin 2.

Smith Foy and Partners, Fitzwilliam Sq., Dublin 2.

Ark Life Insurance, Burlington Road, Dublin 4.

I.I.B. Home Loans, Hume Street, Dublin 2.

ADT Fire and Security Ltd., Parkwest

Statoil Ireland Ltd. (IFSC)

Bank of Ireland (Security Services, IFSC)

Rabo Bank (IFSC)

Ivor Fitzpatrick & Co. (Law Firm, Dublin 2)

Gandon Financial Management (IFSC)

I.I.U. International Investment and Underwriting (IFSC)

E.S.B. International (St. Stephen’s Green, Dublin 2)

I.N.G. Bank (St. Stephen’s Green, Dublin 2)

Wolfe Development (Harcourt Street, Dublin 2)

I.C.L. (Europa House, Dublin 2)

I.R.S. Airtime Advertising (Baggot Street, Dublin 2)

Silicon systems (Harcourt Street, Dublin 2)

Horizon Open Systems (East Point Business Park, Dublin 3)

**TEMPORARY ASSIGNMENTS IN THE U.K.**

Covington & Burling (American Law Firm, Mayfair, London)

Pinsent & Co. (Law Firm, London)

Devonshires (Law Firm, London)

White & Case (American Law Firm, London)

M.M. & K. (Financial Advisors)

Harlow & Butler (Financial Broker, London Bridge)

Alliance Capital Management (Liverpool Street)

Braxton & Associates (Management Consultants, Covent Gardens)

Canadian Bank (Securities Section)

Hoare Govett Securities Ltd. (London)

National Grid

P.H.D. Advertising (Soho, West End)

Habitat (West End)

Family Entertainment Plc. (Buckingham Gate, West End)

***REFERENCES AVAILABLE ON REQUEST***