**James Blair**

**Curriculum Vitae**

1 New Brighton Terrace, Parnell Road, Bray, Co.Wicklow

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Tel. 089 205 4356

**EDUCATION :**

***Third Level***

Ba Honours in Creative Computing - IADT Dun Laoghaire - 2017 - Present

QQI level 6 in Games Development - Bray Institute of Further Education - 2016-2017

QQI level 5 in 3D Modelling and Animation - Dorset College Dublin - 2015

***Leaving Certificate***

2007-2013 Malahide Community School, Dublin, Ireland

**Subjects:** English (H), Classics (H), Maths (H), Geography (H) Design & Communications (O)

**PROFESSIONAL EXPERIENCE :**

***October 2017 - May 2018 - Waiter - Café Ragazzi, Bray***

Waiting staff for an Italian cafe and restaurant located in Bray.

Duties included:

* Preparation of food and beverages
* Providing excellent customer service
* Operation of till and handling of cash
* Working effectively alone and as part of a team

***May 2016 - October 2017 - Supervisor - The Teerooms Café, Malahide***

Operation of a café and management of staff

Duties included:

* Opening and closing procedures at beginning and end of each day
* Performing cash up process and management of accounts
* Organising deliveries and documenting stock
* Training in and management of all staff
* Additional cafe and waiter duties especially providing customer service

***November 2015 - February 2016 - HR Administrator, Investec Ireland***

Maintenance of Oracle HR system

Management of filing systems

Scheduling appointments/Interviews

**Bar Staff - Workers Beer Company - Oxegen, Electric Picnic, Pheonix Park and Longitude 2013 + 2014**

· Served drinks in bulk under high pressure at concert bar venues

· Handled and collected cash

· Worked with a team to ensure high volumes of turnover while maintaining strict adherence to rules regarding the customers allowance of alcohol.

**April 2015 - October 26th 2015 - Onboarding Coordinator, Deutsche Bank**

Right to Work and Certification of Identity.

Criminal Background Screenings.

Ensuring the completion of Policy Documentation

***May 9th - 20th 2011 HR Administration, Bank of Ireland***

· General HR admin (filing, progress reports, data management)

· Worked in a small team

· Learned analytical skills

· Developed communication skills

***2010-2011 Waiter, Malahide Lawn Tennis Club. Ireland***

· Served food & beverages to customers

· Assisted in food preparation

· Assisted at large scale catering events and functions

***2014 October 8th - 10th Event Organisation Assistant , Regent's Street Association***

· Promoting the switching on of Christmas lights in Regents Street Area

· Speaking to Pedestrians and Providing any information

***2015 January 13th - 21st Invigilator, Greenwich School of Management***

· Monitoring adult students during exams

· Making sure Students are not breaking any rules

· Remaining Vigilant for long periods of time

· Co-operating with team members

**PERSONAL INTERESTS :**

***Programming and Creative media***: I am proficient with many creative softwares including the Adobe creative suite and have a particular interest in designing and creating video games using Unity software and java programming.

I.T. Office Pack (Word, Excel, PowerPoint, Outlook) & Social Media

Prefect During 5th & 6th years at Secondary School I was a prefect

**REFERENCES :**

*Written references available on request*

Gavin Morgan:

Business Owner

Malahide Castle Golf and Tennis Café - The Tee Rooms

E-Mail: mcgt@info.ie

Tel: 0861530811

Andrea Ghio:

Restaurant Manager

Café Ragazzi Bray

E-Mail: Ragazzicaffe@gmail.com

Tel: 0868452258

Georgina McKay:

Onboarding Team Leader

Randstad Sourceright

E-mail: Georgina.McKay@db.com

Tel. 0044 07799 647668

Brideen Downes:

Head of Human Resources

Investec Ireland

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