



Aoife Harten

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An outgoing, hard working individual who is eager to be challenged. Extremely determined, self-motivated and self-disciplined seeking work that will engage my interests. Highly approachable, with a good sense of humor and good general attitude to life.

Experience

The Fatted Calf Restaurant, Athlone

October 2016 – Present

Waitress

- Responsible for the upkeep and cleaning of the restaurant to make sure it is well presented for customers.
- Dealing with customer relations, reservations, seating customers and also making sure bills are correct.
- Dealing with customers in a timely and professional manner.

The Crew Grapevine, Antibes, France

June 2016 – September 2016

Crew House Manager

- Responsible for the upkeep and cleaning of all common areas and rooms in the property.
- Dealt with guest relations, reservations, check ins and check out along with collecting rent from guests on a weekly basis.
- Ensuring best level of customer care was delivered at all times.

Digan's Topaz/Spar, Moate, Co. Westmeath

August 2014 – June 2016

Shop Assistant

- Dealt with customer enquires and general managerial duties.
- Responsible for balancing all tills at the end of a shift ensuring everything was in place for the next shift.
- Stock replenishment and shop maintenance along with using the cash register.

Cooney's Pharmacy, Athlone, Co. Westmeath

June 2012 – August 2013

Dispensary Assistant

- Performed general duties in the dispensary and administrative tasks.
- Prepared weekly prescriptions for local nursing homes.
- Managed the shop floor and performed general duties as a shop assistant.

Harten's Gift Shop, Moate, Co. Westmeath

January 2008 – March 2014

Shop Manager

- Running a family business as shop manager.
- Duties included day to day running of the business and background work such as ordering stock and keeping track of deliveries
- Also helped out with behind the scenes work such as banking, accounting and roster planning.

References available on request.

Education

University of Limerick, Castletroy, Co. Limerick September 2014 - Present

- B.Sc. Music, Media and Performance Technology.

(Computer Science and Information Systems.)

TEACHING ENGLISH AS A FOREIGN LANGUAGE In Progress

- TEFL Cambridge Online Training

Moate Community School, Moate, Co. Westmeath September 2008 – June 2014

Skills and Interests

Languages;

- English – Native
- Irish – Advanced
- French – Intermediate

My main hobbies include music, dance, socialising and social media.

Music and Dance:

- International performances in London's West End and in Disneyland Paris.
- National performances on RTE, TV3 and in Dublin's 3 Arena in the Cheerio's Childline Concert.
- 14 year membership in Dancezone Stage School.
- Assistant to Dancezone Director Sandra Julian for 2 years.
- Distinctions in grades up to Grade 5 in Piano and Grade 6 in Classical Voice from the Royal Irish Academy of Music.

Volunteering;

- The South Westmeath Hospice Society; I am heavily involved in the organisation of Daffodil Day, the Hospice 5k Run and various coffee mornings in South Westmeath. I am responsible for the collection and distribution of collection boxes, hi visibility jackets, collection boxes and coffee morning packs in my home town.
- Mini Marathon; I participate annually for the Irish Cancer Society and to date have raised in excess of €3000.
- Limerick's Gateway to Education; I help both primary and secondary school pupils with their homework.
- International Buddy Programme; assisting international students with settling into life in UL.
- 121 Digital Programme; Beginning this year I will be volunteering to teach people basic digital electronic skills.