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|  | Bill Kavanagh  Hacketstown, Co. Carlow, Ireland | R93 FK15  billk391@hotmail.com • 0860427951  www.linkedin.com/in/bill-kavanagh-787443b2/  Personal Details:  26/07/1994 • Irish  Male • Single |  |

Data Support Administrator

*Innovative and resourceful professional**with demonstrated capacity to provide comprehensive, executive-level data administration.*

— Key Qualifications —

* Proven track record tracking Sales Leads, coordinating quotes with sales packs, providing customer service, and managing customer accounts.
* Adept at developing and maintaining detailed administrative and procedural processes through data that reduce redundancy, improve accuracy and efficiency, and achieve organizational objectives.
* Studied Business Management with French Hons in Waterford Institute of Technology, graduating in November 2017 with a 2.2 average.
* Highly focused and results-oriented in supporting complex, deadline-driven operations; identify goals and priorities and resolve issues in initial stages.
* Proficient in performing data entry duties with regard to sales figures, metrics, and key data as well as reporting unusual activity to supervisors through trends in statistics.

**Education:** Studied Business Management with French Hons in Waterford Institute of Technology, graduating in November 2017 with a 2.2 average.

Relevant Professional Experience

FLI Carlow (Carlow Precast) – Ardbearn, Kilnock, Co.Carlow, R93 E129

**Post Production Operative,** Working here **currently**

* Applying finishes to various concrete structures at an impeccable standard for Clients.
* Constructing wooden shuttering and brackets for production with a fine margin of error.
* Trains in new employees on the use of machinery and power tools.
* Meeting strict deadlines in a manufacturing environment.

Corcorans Irish Pub (Saint Michel) –28 Rue Saint Andre des Arts, 75006 Paris, France

**Bartender/Floor staff**  June - August 2015

* Spent the summer working here both for day and night shifts.
* Acted as both floor staff and bartender as part of a team or on my own.
* Waited tables, served food and made cocktails and shots.
* General upkeep of the bar including keg changing, stock taking, and preparing for the busier night shift.
* A big emphasis on interacting with the customers contributing to a welcoming atmosphere.

Delaneys Pub – Main Street, Ballyroan, Abbeyleix, Co. Laois, Ireland

**Bartender,** Part time work here as a teenager for events and summer holidays

* A more traditional pub where I worked in busy times at events under pressure for my uncle the owner.
* Learned the basics of serving pints here and operating behind the bar.

Internships:

**Student Intern,** Patrona Underwriting Ltd, Wexford Town, Ireland, 18th-Jan-16 - 18th-Aug-16

* Distributed, organised and sent all outgoing and incoming post for the company.
* Provided business support to the claims team while shadowing the handlers.
* Worked as part of the test team validating three different software systems Relay, Comquote and Open GI and collating to the point summaries of the issues for my manager.