

# **Amelia Moran**

Address: 69 Church Street, Carlow, Co. Kerry, P14 5S66

Phone: +353 086 392 6242

Email: amelia.moran@yahoo.com

Date of Birth: 21/02/1997

## **PERSONAL STATEMENT**

Looking for a job that allows me to use my people skills. Hard worker who learns quickly and enjoys being part of a team. Available to work flexible hours including evenings and weekends.

## **WORK EXPERIENCE**

Customer Service Representative at Eddie Rocket's, 6/2023 - 11/2025

- Coordinated with kitchen staff to ensure timely order delivery
- Maintained a clean and organized work environment
- Prepared food items according to company standards and procedures

Food Preparation Worker at Cafe Sol, 9/2021 - 4/2022

- Operated POS systems and processed orders efficiently
- Supported management with administrative tasks
- Managed inventory and stock rotation

Catering Assistant at Nando's, 1/2018 - 5/2020

- Handled cash and card transactions accurately
- Resolved customer complaints and ensured customer satisfaction

## **EDUCATION**

Higher Diploma in Psychology, University College Dublin (2019)

## **SKILLS**

- stock rotation
- quality control
- time management
- cleaning
- menu knowledge

- customer service
- kitchen experience
- health and safety
- teamwork
- Event Planning
- Marketing
- Sales
- Team Leadership

## **REFERENCES**

References available upon request