

Chloe Downes

PERSONAL DETAILS:

Telephone Number: 085 2755894.
Email: chloedownes7@gmail.com

PROFILE:

I am a final-year business studies student specializing in data analytics at DCU. I am an ambitious, hardworking individual who works well both as an individual and as part of a team. I possess strong communication skills and develop my problem-solving skills from dealing with a wide range of customers and managers.

EDUCATION:

Distinction award in Certificate in Management from Coláiste Dhúlaigh (QQI Level 6)

Modules:

- Business Management
- Applied Economics
- Customer Service
- Employment Law
- Professional and Personal Development
- Finance
- Human Resource Management
- Maths

EXPERIENCE:

Dates:	Employer:	Job:
04/09/2023 – Present	Abco Kovex	Finance intern

Responsibilities:

- Entered data quickly and accurately for well-maintained accounting records.
- Assisted with the production of monthly management accounts & statistics and financial reporting.
- Reconciled accounts to maintain complete, balanced business ledgers.
- Reconciled company accounts, including credit cards and employee expenses.
- Evaluated employee expense reports and verified accuracy.
- Compiled general ledger entries on short schedule with 100% accuracy.
- Used TRAX, Mainframe, and GP3 to maintain company accounts.
- Monitored status of accounts payable to facilitate efficient processing.
- Prepared and filed timely bi-monthly VAT returns.

Dates:

09/09/2019 – 23/04/2022

Employer:

SuperValu Santry

Job:

Checkout Operator

Responsibilities:

- Assisting customers by providing information on in-store products while also answering any queries.
- Developed till experience and developed my cash handling and till operating skills.
- Training new employees on till operations.
- Strengthened my visual merchandising skills from stocking out products.

ACHIEVEMENTS:

- Distinction award in Certificate in Management from Coláiste Dhúlaigh (QQI Level 6)
- Distinction award in Certificate in Business from Coláiste Dhúlaigh (QQI Level 5)
- Full clean driver's license.
- Microsoft Office Specialist Word 2016 certificate.
- Bronze President's Gaisce award.
- Music prefect in school and active participant of school musicals.
- Dublin Football Junior All-Star player & three All-Ireland soccer medals with Shelbourne F.C.
- Enterprise Ireland Dublin finals 2012 & 2016 with business proposal initiative.
- Fáinne Airgead for a high level of Irish.
- Level 1 GAA football referee.

REFEREES:

Store Manager,
SuperValu Santry,
Lorcan Avenue,
Dublin 9.

Mr. David Burtenshaw.
(01) 842 0020.