

Colin Shaw

LinkedIn: <https://www.linkedin.com/in/colin-shaw-84057b140/>

Porterstown Lane, Ratoath, Co. Meath

Dynamic, flexible, positive, reliable, interested in people, processes and to develop and make a difference. Currently studying Computers part time on a four-year degree and looking to break into the computing industry.

Awards and Achievements

- Certificate in CPR
- Efficient in Microsoft Word and Excel
- Efficient in Salesforce, Portfolio Manager, HTML, CSS, and Java.
- Stocktaking package SOS Point
- Raised over €2000 for the Irish Cancer Society running Hell and Back

Education

- **Present: BSc Honours Degree in Computing Part-time in the National College of Ireland**
- **2015-2016: Professional Diploma in Business Studies, Dublin Business School**
- **2009 completed Leaving Certificate, St. Peters College, Dunboyne**

Career

April 2018- Present: Glenbeigh Records Management

Title: Project Manager

- Project Co-ordination and Planning
- Records Classification and Management
- People Management
- Problem solving
- Stock Control
- Customer Relationship Management
- Looking after operations of records off site to be stored in GRM's Warehouse
- Meeting and listening to customers to discuss queries and ensuring their needs are met.
- Ensured that information is been logged correctly and uploaded to GRM's Systems
- Lead all aspects of an annual cull of hospital medical records department
- As Projects are off site I would report back to Management

June 2017- Mar 2018: Real Staffing (STHREE GROUP)

Title: Recruitment Consultant

- Market research
- Planning and Co-ordination
- Customer Relationship Management
- Social Media Account Management
- Events and Conferences
- Cold calling Clients and Candidates daily
- Client facing and meetings
- Working in a Start-up

Jan 2017- May 2017: Creditsafe Ireland

Title: New Business Sales Executive

- Sales and Marketing

- Educating myself on how to sell product
- Time Management
- Cold calling prospects from Portfolio Manager to fact find, show them how the software we provide could benefit them and try get them online
- Working as part of a small team to ensure telesales flow and monthly targets were achieved.

Oct 2014-Jan 2017: Waterlogic

Title: Service Engineer- Customer Facing

- Changing filters, sanitising tanks, changing UV bulbs and descaling boilers for lime scale and ensuring the water quality after service and breakdowns
- Control and planning of allocated services to achieve targets set
- Maintenance of company van returns to ensure correct service planning, submission of fuel and sundry receipts to the finance department
- Customer Relationship Management
- Time Management

Mar 2007- Sept 2015: Auld Stand

Title: Assistant Manager

- Stock Control
- Customer service
- Cash Administrator
- Social Media Account Management

Hobbies:

- Running, Mountain Biking, hiking and Gym
- Reading, Audiobooks, Cinema and Traveling

References available upon request