**Danielle Fitzgerald**

Manchester, M40 0JZ, United Kingdom

07809572759 • Dandoof@icloud.com

Personal statement

Danielle Fitzgerald  
3 Branston Road, Manchester, M40 0JZ, United Kingdom  
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Personal statement  
   
   
Danielle Fitzgerald 4/8/1993 outgoing, enthusiastic, easy going, loves to laugh and have a passion for what i do. Personally aiming for a job satisfying career. I feel when your passionate about the job you are doing and the career path you are taking you bring a sense of good will to the table along with hard work and dedication in regards to getting the job in hand done. The career path i am aiming for is something i know i will eventually get a chance of showing what i can offer and for me that is satisfying in itself.

Work Experience

Finance associate , ADT Fire and Security

09/2017 - Present

Responsibilities & Achievements

Working on the accounts department speaking to a range of customers daily handling their telephone queries or emails sent through to a generic inbox or my personal work email trying to assist customers in handling their query to the best possible outcome keeping all party’s satisfied as much as possible. Travelling overseas to our Bratislava office in Slovakia to train our new colleagues on the job role and helping them with any difficulties they have within the role. Settling disputes and raising credits where needs be and sending through emails for cancellation or service engineering requirements to the correct departments. Taking payments and submitting refund forms of customer has credit on their account. Keeping a nice working flow from department to department assisting customer to the best of my ability.

Sales and customer service advisor. , Red star financial management   
12/2014 - 09/2017  
Responsibilities & Achievements  
Responsibilities & Achievements  
Spoke to customers & existing clients daily in regards to Payment Protection Insurance and life insurance, providing annual reviews and listening and assistant clients on a large scale as to how they can get any potential refunds owed to them or any possible life insurance deals that can benefit them for cheaper quotes.

Sales representative , See it click it   
11/2012 - 02/2013  
Responsibilities & Achievements  
11/2012 - 02/2013  
Responsibilities & Achievements  
Promoted business's on facebook infront of their market audience to gain more customers and get their business out there on a very big scale.

Work experience , Kingfisher Special school   
06/2008 - 07/2008  
Responsibilities & Achievements  
06/2008 - 07/2008  
Responsibilities & Achievements  
Assisting young children with severe learning difficulties. Job Satisfaction as your making a difference to young vulnerable children and learning the trades on how to operate correctly to their needs.

Qualifications

Our Lady’s RC High school Royton Oldham

2004 - 2009

GCSEs:

● P.E - A  
 ● R.E - B  
 ● English - B  
 ● Maths - D