**Professional Profile**

Experienced, Talented 2.1 Management graduate with excellent communication and organisational skills. Looking for a new challenging role to use my strong transferable skills to deliver outstanding results and services. Always eager to take on new challenges, as well as drawing on the wide-range of skills already possessed.

**Core Qualifications and Achievements**

2010 BSc (Hons) Business Tourism Management. 2.1 DIT University

2010 Marketing Student of the Year, finalist Market Network

2009 Class Representative DIT University

2006 Leaving Cert. (7 A levels) Inc. Maths & English Coolmine Community School

2004 Junior Cert. (9 GCSE) incl. Maths & English Coolmine Community School

2004 Merit Award Certificate Coolmine Community School

**Professional Development**

2019 Project Management Open University

2018 Digital Communications Open University

2017 Financial accounting and reporting Open University

**Experience**

Avon Cosmetics Sales Representative Jan 2018 – Oct 2019 Leeds

* Developed strong ability to anticipate customer needs.
* Supported customers and used initiative to answer their queries regarding products.
* Identified potential customers and clients based on leads, referrals, visitors to trade shows and conference.
* Assisted in ensuring successful delivery of customer online orders.

Maplin Electronics Manager Feb 2017 – Jan 2018 London

* Oversaw daily operations of store, including inventory and supply restocking.
* Recruited, interviewed and hired individuals who would bring passion to the team.
* Improved efficiency by training staff on best practices and protocol.
* Scheduled and led weekly store meetings to discuss sales, performance and customer service benchmarks.
* Conducted trend analysis to identify upcoming and seasonal trends and anticipate customer demands.
* Created engaging merchandise presentations to motivate impulse purchases.

Amway Sales Representative Mar 2016 – Feb 2017 London

* Fostered excellent communication skills working with customers and clients.
* Contributed ideas to the quarterly team meetings which included presenting to over 20 representatives.
* Achieved monthly sales targets by building and sustaining long-lasting relationships with customers.
* Developed strong working relationships with a close team of representatives in and around the country.
* Identified and researched potential accounts to generate and follow-through on sales leads.

Toysrus Sales Advisor Jan 2014 – Mar 2016 London

* Demonstrated strong teamwork ethic supporting new staff during seasonal periods.
* Achieved sales targets during peak periods, often serving up to 40 customers per hour demonstrating my ability to thrive under pressure.
* Delivered exceptional customer service.

**Skill Summary**

* Communication – Through regularly communications with clients, customers and suppliers to achieve results.
* Organisational and working to deadlines – Balancing my work with further education and gaining valuable qualifications.
* Research and analysis – Key part of my studies involves researching and assessing information from multiple sources and then synthesising this into clear content.
* IT – Proficient in all Microsoft Office Suite, Web Design and Online Applications.
* Interpersonal – Able to build rapport and productive relationship with people at all levels.
* Leadership – Gained from my management roles and managing different teams.

**Key Interests**

* IT – creating presentation materials, building websites and blog sites.
* Volunteering with several charities and giving back to the community.
* National news and global affairs – Staying up to date with what is happening in and around the world.
* Traveling, exploring the world, meeting new people and learning new cultures.
* Sport – enjoy taking part in sport activities including football, basketball, golf and volleyball.