

Josephine McArdle

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A CV should contain a factual summary of personal details.

Education qualifications are presented in reverse chronological order.

Education and Qualifications

2005 to 2008 **Bachelor of Arts (Hons) Accountancy & Finance (expected result 2.1)**
Dundalk Institute of Technology *Co. Louth*

Subjects: Taxation, Business Strategy, Financial Management, Corporate Reporting and Accountability, Performance Management and Auditing.
Project: "Riverside Leisure Centre" evaluation of a proposed expansion.

1999 – 2005 **Leaving Certificate**
St Vincent Secondary School *Co. Louth*

Subjects: English, Irish, Maths, Accounting, French, Home Economics, Geography, and Business Organisation.

Work Experience

Use positive words that demonstrate what you gained. Highlight transferable skills acquired.

2007 to Present **Kim's Boutique** **Co. Louth**
Sales Assistant (15 hours a week)
• Customer Care and Service.
• Reconciling Cash at daily close of business.

2005 to 2007 **H.J. Heinz** **Co. Louth**
General Operator (12 hours a week)
• Worked in a team environment.
• Stock-taking.

Interests and Achievements

- Walking, Gym, Cycling, Dancing, Socializing and Music.
- Certificate in First Aid.
- Involved in community work.

If you do give contact details for references (one academic & one professional), please ensure you get the person's authorisation beforehand.

If you have no space for references, you can use "Available on Request"

References

Mr
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Dundalk Institute of Technology
Telephone:
Email:@dkit.ie

Mr
Kim's Boutique,
Marshes Shopping Centre
Dundalk, Co Louth
Mobile: