

Jack Crosbie
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Profile

A well rounded and professional music graduate with an extensive background in customer service and quality-focused while working to company expectations and tight timeframes and budgets. Recognised throughout all employment for customer and staff relations, commitment and flexibility. Self-motivated with ambition to succeed and reach targets, a fast learner with software proficiency and ability to use common operating systems to a high level.

Education: <ul style="list-style-type: none"> CIT School of Music BA(Hons) Popular Music 2:1 Hewitt College Cork – Leaving Certificate 465 points Manual Handling Qualification 	IT program and system experience: <ul style="list-style-type: none"> Microsoft Office package Apple Mac Software
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Experience (references available on request)

Private Guitar Tutor January 2018 – Present	<ul style="list-style-type: none"> Finance, Diary management and travel planning Creating personalised lesson plans to develop each student to their maximum potential Group and individual lessons for children and adults Providing feedback to parents/clients regarding progress and development
Golf Caddy Old Head Golf Links April 2019 – Present	<ul style="list-style-type: none"> Assisting clients around the golf course Using knowledge and skills of the course to improve clients results Maintaining high standards of customer service Providing a professional, friendly and informative service to all clients Adhering to the rules and procedures of the Golf Club
Office Administrator MPM Property Management, Kinsale October 2017 – July 2018	<ul style="list-style-type: none"> Issuing and scheduling maintenance jobs to workers all over the country Contacting clients and tenants regarding their needs and handling queries Responding to email queries from both clients and workers Gathering and processing invoices from sub-contractors for accounts Liaising with accounts on all issues regarding payments and processing of funds Handling emergency calls and resolving issues and problems within a deadline Working with outside agencies to provide services to clients and tenants Multi-tasking to ensure all projects are met within company deadlines Use of in-house systems
Sales Assistant Fat Face, Kinsale July 2014 – August 2017	<ul style="list-style-type: none"> Assisting customers and processing online orders for customers when requested Opening the store and locking and cashing up in the evenings Managing others, training and supervision of staff when on duty as key holder Assisting in office administration duties Communicating with other stores, management and head office in relation to orders, customer queries and targets
General Operative ITW graphics, Kinsale June 2013 – August 2013	<ul style="list-style-type: none"> Worked on production line as part of a team Had daily, weekly and monthly targets to reach Worked to specific regulations and job instructions

Voluntary Experience

	<ul style="list-style-type: none">
	<ul style="list-style-type: none">

Interests

I am an avid sports fan and enjoy Football, Rugby, Golf and Tennis. I enjoy playing five a side football and golf on a social level. I am also a keen gamer and enjoy playing a variety of computer games.