

Bart Simpson

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Personal Statement

I am a determined, enthusiastic, college student with a good work ethic, I work well as part of a team but also on my own initiative. hardworking, action-oriented individual with excellent judgement, multitasking and problem-solving skills, who is focused on quality and has a passion for improving myself, I am have currently completed studying Software Development in TUS Limerick and are awaiting on results

Commented [M1]: Telephone should a hyperlink with Tel:

Commented [M2]: Too much whitespace

Commented [M3R2]: Consider 4 column table, telephone, email address, GitHub link

Commented [M4]: Email should be a hyperlink

Commented [M5]: Justify, Write in Third person

Key Skills

- Have Great knowledge of Microsoft Office, including Word, Access, PowerPoint and Excel.
- Interpersonal & Communication Skills
- Problem solving.
- Teamwork.
- I have an ability to work with a Diverse Workforce.
- Adaptable, and able to pick up new systems quickly and efficiently.
- Troubleshooting/Technical problem solving.

Commented [M6]: All these should be inferred by your personal statement. This section is for your technical skills related to the job you are applying for.

Commented [M7]: Indent is greater than the rest of the document and uses too much whitespace, reduce it to match

Commented [M8]: Integrate with Computer Skills here.

Employment History

KPC International (2021-2021 Internship)

- Employed as an Intern to assist as an IT Administrator
- Tasks included transistioning from Egnite to Sharepoint.
- Was in charge of backing up and transferring important and confidential files.
- Made automations for the business using Power Automate.
- Completed training in Microsoft Sharepoint.
- Helped employees with any technical issues that they had.
- Trained other interns on Sharepoint and Power Automate.

Commented [M9]: Place role in company header

Commented [M10]: Delete "Tasks included", all bullet points are tasks

Commented [M11]: Spelling

Commented [M12]: "Was in charge", 2 points, who else would we be talking about and "responsible for" is a better word.

Commented [M13]: Back-up and transfer of important/confidential files

Commented [M14]: Automate business processes using Power Automate.

Commented [M15]: IT/Technical Support

Commented [M16]: "new interns", shows seniority

Springfield Mall (2019 – present) – Sales Assistant

- Assisting shoppers to find the goods they are looking for.
- Being responsible for processing cash and card payments accurately.
- Stocking shelves quickly and safely with merchandise.

- Dealing with customer complaints and refunds in a polite manor.
- Giving advice on products to customers.
- Following multiple jobs by different managers improving my multitasking skills.
- Counting and balancing tills.

Commented [M17]: Managing customer complaints

Commented [M18]: Eh? Get rid?

Commented [M19]: Eh? Get rid?

Commented [M20]: Section should be kept together

Commented [M21]: Called the Float?

Education

TUS Formaly known as LIT (September 2018 – 2023)

BSc in Software development:

Modules and grades available upon request.

Commented [M22]: Just put graduation year 2023

Commented [M23]: Technology University of Shannon, no formally known as.

Commented [M24]: Remove, generally place as an attachment

Commented [M25]: Instead of using blank for spacing, use paragraph spacing. The reader will pick up on the uneven spacing otherwise.

Commented [M26]: Just place graduation year.

Springfield Elementary, Springfield, Co. Limerick (2012 - 2017)

Academic achievements:

- Junior Certificate
- Leaving Certificate

Commented [M27]: No one cares, remove

Computer Skills

Programming languages:

- C++, C#, Java, SQL, HTML, PHP, Python

Commented [M28]: This is the important stuff. More of this.

Microsoft 365:

- Have a great knowledge of Word, Excel, Sharepoint, PowerPoint and PowerAutomate.

Commented [M29]: Secretary skills, Is that what you are applying for? And this word document doesn't show "great".

Hardware:

- I have a great knowledge of Computer systems and hardware.

Commented [M30]: Too general. Are you applying for Tech Repair Job?

Hobbies & interests

Commented [M31]: If you have a driving licence, mention it!

- Enjoy Going gym
- Enjoy socialising with friends and family
- keeping up with my studies

Commented [M32]: Reads badly, Try something like "Gym, weight lifting, swimming and cardio."

Commented [M33]: Unless you have a particular group activity like soccer or bowling, I would leave it out.

Commented [M34]: Not a hobby

References

References available upon request