

# 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 SIT (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