

Curriculum Vitae

Personal Details

Name: Noemi Lovei

Address: 62. Avoncore Place, Midleton, Co. Cork

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Phone: 087 613 4661

Education

University of College Cork – BA Hons Law 2.1, 2016-2019

(Gap year volunteering in Hungary)

St. Mary's High School – Leaving Certificate 2015 (515 points)

English	HL	A2	90.00%
Mathematics	OL	A1	100.00%
Chemistry	HL	B3	75.00%
Accounting	HL	B3	75.00%
Business Studies	HL	A1	100.00%
German	HL	A1	100.00%

Work Experience

Amazon Customer Service April 2020-ongoing (Work from home)

Inbound and Outbound phone calls

Simultaneous chats

Email helpline

Answering queries

Solving problems

Fitzgerald's Bakery, Baker and Packaging Assistant 2016 December - ongoing (On site)

Handle and process raw ingredients

Ensure quality production is prepared for baking

Package products in to final packaging

Package products for transport

Operate machines and oversee function

Ensure pallets are ready for truck drivers

Secretary at Hickey Dorney Solicitors June 2019 - August 2019

Telephone Exchanges
Dictaphone typing
Scheduling documents
Organising files
Filing Letters, emails and correspondence
Creation of Contracts
Post and ad hoc duties

University Ambassador 2018 September

Business and Law College Representative
Recruiting students to UCC

Peer Support Leadership (University College Cork) – 2016 December - 2019 May

Leading orientation for first years and international students
Answering questions regarding college life
Mentoring throughout the year
Keeping the students up to date with opportunities via email
Running a tea/coffee stand all year round
Refer students to appropriate services e.g. mental health counselling Provide
a positive and friendly atmosphere

Achievements & Certificates

UCC Works Award – Student Contribution Pathway 2018 and 2019
Peer Support Leadership Award 2018 and 2019
2018 Chinese Bridge Proficiency Competition
Sage Accounting at School Certification 2013
Student of the Year 2010

Interests and Hobbies

Sports: Karate and Hiking
Languages: Bilingual, English and Hungarian
Intermediate level German
Beginner level Chinese

References

Gillian Fitzgerlad	Carol Hickey
HR manager	Solicitor
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