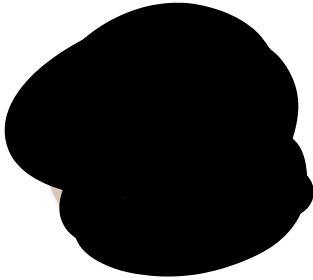




Por leer en Native English - Pre-Sales Lead Generation



## Catering assistant en Supermacs

CV actualizado el 04/12/2022



Edad: 24 años (09/03/1998)

Vehículo propio: No

Género: Hombre



Madrid ✓ Tú pides: Madrid

Autónomo: No

## Carta de presentación

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To whom it may concern,

I am a hard-working individual who brings a diligent and energetic attitude to any work I am given. I have a wide range of experience from working in a range of different professional environments and maintain a positive mindset that enables me to adapt the skills I have acquired throughout my professional and educational career. I am a former student of the University of Limerick, where I received a BA Joint Honours, English and History, in which I received a first-class honours degree. I have a wide array of technical and practical skills which I strongly consider an asset in any professional working environment. I would consider my communication skills to have developed profoundly, which allows me to work well in customer service and working as a team, as well as a seamless ability to adapt to my surroundings in regard to the workplace.

Throughout my professional and collegiate career, I have obtained several proficiencies that I would consider highly valuable to the workplace such as Microsoft applications (Word, Excel, PowerPoint, etc.). In my role as an intern with the Mayo County Council, one major accomplishment that I achieved was the drafting of applications that secured over €5 million in grants for a variety of projects around the county. Throughout this internship I relied heavily upon, and simultaneously improved my communication and interpersonal skills through working in a busy office environment. This internship also required a high level of meticulousness and precision as governmental documents were regularly drafted, proof-read and handed over to management through me, amongst other important duties. This role also included the partaking of event organisation, group project work, and the oversight of administrative duties at reception occasionally. This allowed me to expand my skills and adapt to my newfound duties and responsibilities quickly.

Do not hesitate to contact either myself or my references with regard to any potential opportunity with this enterprise.

Kind regards



## Killer questions

Tell us about your experience of working on the phone, please!

During my professional career, I have had to become proficient at effectively communicating on the phone. While in Supermacs, I was required to take calls from people wanting to take orders and I had to ensure that everything was accurate so they would receive the correct order to guarantee customer satisfaction. Furthermore, while working as an intern in the Mayo County Council, I took calls to discuss business proposals for projects the council wanted to explore and with senior management.

## CV personal adjunto

[VER CV DEL CANDIDATO](#)

## Experiencias

Octubre 2020 - Julio 2021 (9 meses)

### Catering assistant

Supermacs |

Enero 2019 - Agosto 2019 (7 meses)

### Tourism Intern

Mayo County Council |

- Drafted and proofread application that secured €5 million in grants for projects in the county.
- Partook in event organisation and group project work, oversaw reception at times.
- Liaised with companies regarding small government projects of up to €5,000.

Nivel

Becario/a - Prácticas

Categoría y subcategoría

Administración Pública: Administración autonómica

## Estudios

Estudios reglados

GRADO

Enero 2018 - Mayo 2022 (4 años y 4 meses)

### Grado en Inglés

University of Limerick

## Conocimientos

Escritura narrativa   Microsoft Word   Redacción de informes   Venta y atención al cliente   Microsoft Excel

Microsoft Outlook

Idiomas

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Inglés	Nativo
Español	Básico

Situación laboral y preferencias

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Situación laboral	No tengo trabajo
Puesto preferido	Escritor/a
Contrato preferido	Indefinido
Jornada preferida	Completa
Disponibilidad para cambiar de residencia	Depende de las condiciones
Disponibilidad para viajar	Depende de las condiciones
Destinos preferidos	Madrid
Categorías preferidas	Otros (Sin especificar)