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DOB; 5/4/1996

Key Work Skills

Skilled in customer service and communicating and childcare. Quick, efficient and a huge eye for creativity and learning.

Education Details

Dublin Institute of Design – Certificate in Fashion Styling, Commercial, Editorial and Media

- *Colour Theory and Shape Analysis*
- *Understanding Trends*
- *Photography*
- *Hair and Makeup*
- *The Role of a PR*
- *Blogging and Social Media*
- *Assignment (Style, Photograph and edit 3 Fashion Shoots)*

TEFL Online English Course 168 Hours - Current

- *Grammar Course*
- *The Principles*
- *Methodology Course*
- *Video Observation Course*
- *Telephone Teaching Course*
- *Teaching Large Classes*

Employment History

Independent and Freelance Tutor and Childminder

- *Helping Junior and Senior infants with homework after school*
- *Teaching Irish one on one to students*
- *Helping to children to meet their goals*
- *Getting them involved in after school activities such as karate, soccer and badminton*

Fire Restaurant and Lounge @ The Mansion House – Receptionist

- *Ensure all information gathered is put correctly in to Cash Sheet (Excel)*
- *Market Research*
- *Dobiquity Logs*
- *Answer all emails in a timely manner*
- *Answer phone calls, take booking and confirm bookings*
- *Count tills and ensure all cash drops are recorded*
- *Use customer service skills to upsell and run tables*
- *Be the warm welcoming first and last face in the customer's experience*
- *Ensure everything is neatly labelled for the staff and managers convenience*
- *Organize Pro-Forms and deposits for booking*
- *Keep close contact with accounts and Managers to keep them up-to date with events, bookings and cash sheets*
- *Close and open the building*

Gotham Café and Restaurant 2018

- *Waitress*
- *Host*
- *Bartender*
- *Greet customers and seat them*
- *Communicate and take orders correctly*
- *Train new employees*
- *Make sure checklist is done*
- *Follow out any other tasks asked by manager*
- *Close bar/restaurant*

Gallery 23, Studio and Décor Photography in studio

- *Assist customers on décor for their homes*
- *Answer phone calls*
- *Answer any queries or questions a customer might have*
- *Use my creative eye in order to set up paintings correctly and nicely in the shop*

Hobbies and interests

- Reading
- Drawing and Fashion Design
- Creativity and Art
- Gym

