

EDUCATION

University of Limerick

[September 2016- Present.]

Bachelor of Business Studies – Accounting & Finance

- *See Appendix 1(A) for modules.*

Heywood Community School, Ballinakill

[August 2011-June 2016.]

Leaving Certificate Examinations

- Spent my six years of second level education at Heywood Community School, completing the Leaving Certificate in June 2016 achieving 450 points.
- *See Appendix 1(B) for subjects.*

WORK EXPERIENCE

FDC Accountants

Trainee Accountant

[January 2019 – Present]

- Over this eight month college placement I was working alongside a team of accountants as a trainee.
- I learned how to complete clients accounts using the software Sage.
- I also assisted in helping complete income tax returns and submitting them online to the revenue.
- On several occasions, I had to assist in covering reception, this meant I had to greet and welcome clients and answer the phone and send them onto the relevant person.
- I also assisted in completing the payroll for clients every week using the software Thesarus.

Shaws Department Stores

[October 2016- January 2019.]

Cashier and Customer Service Assistant.

- I worked mainly at the Customer Service Desk and in the Cash Office.
- On a daily basis, I was required to complete the previous days cash reconciliation sheets for the 14 tills on the shop floor, rectify any problems which may have occurred within any till and account for any surpluses or shortages.
- I also aided with the accounts of the customers. I had to ensure that when payments were received they were accounted for properly and that the correct discount was always given.
- I also worked primarily behind the customer service desk. This is where I was required to deal with all refunds and exchanges. I had to ensure that all items were correctly scanned in and out so that they were correctly accounted for in the system.
- I was required to answer all calls that the shop received throughout the day and use the various extensions to pass these calls out onto the shop floor.
- Along with this, I had to deal with all complaints that the shop received and unsatisfied customers. I assisted in calming the situation as well as I could have before passing them onto senior management if that was required.

VOLUNTEER WORK

Cystic Fibrosis Ireland

[April 2017 – Present]

- Actively involved in Cystic Fibrosis Ireland through various volunteering events including '65 Roses Day' and through participation in the Women's Mini Marathon.

Abbeyleix Tennis Club

[Sep 2015 – Present]

- Involved with coaching younger levels.
- Active participant in fundraising for the club including bag packing, club runs and collections.

SKILLS

- **Languages:** Native in the English language, with a basic written and spoken knowledge of the French and Irish language.
- **IT:** Certified in ECDL, provided me with a comprehensive understanding of Microsoft excel, word, powerpoint, access and advanced excel.

ACHIEVEMENTS

- Completed VHI women's mini marathon June 2017.
- Recipient of Bronze and Silver Gaisce Award.
- Recently obtained my full drivers license.
- Continuously in employment for the past two years. (from working part time during college terms and full time over Christmas breaks and summer)

INTERESTS AND ACTIVITIES

- **Sports:** Keen interest in Tennis. Currently I am an active member of my local tennis club – Abbeyleix Tennis Club. Reached various open week finals. Also active member in my local gym.
- **Volunteering:** Actively involved in a number of societies and organisations, as stated above, and where possible, try and integrate my volunteer work with sporting activities such as charity cycles and walks.

REFERENCES

Mr. Andrew Shaw,
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Mr. John Browne,
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APPENDIX 1(A)**Year 1**

Module	Result
Principles of Accounting	C1
Managerial Accounting	C2
Communications	C1
Microeconomics	C1
Macroeconomics	B3
Management Principles	D2
Principles of Organisational Behaviour	C2
Business Information Management	C2
Marketing	B2
Broadening: Active mind, Active Body	B2

Year 3

Module	Result
Financial Information Analysis	A2
Taxation Theory and Practice	C1
Corporate Finance	C3
International Management	B3
Data and Decision Making in Organisations	D1

Year 2

Module	Result
Economics for Business	C3
Finance	B3
Principles of Risk Management	C2
Applied Business Maths	A2
Principles of Human Resource Management	D1
Entrepreneurship and Innovation	C2
Employment Relations	D1
Applied Business Statistics	A1
Auditing and Accounting Frameworks	C2
Financial Accounting	B1

Year 4

Module	Result
Management Accounting 1	N/A
Advanced Financial Reporting	N/A
Management Accounting 2	N/A
Corporate taxation	N/A
International Political Economy	N/A
Legal Environment of Business	N/A
Strategic Management	N/A
Company and Partnership Law	N/A

APPENDIX 1(B)

Subject	Level	Result
English	Higher	C2
Irish	Higher	D1
Mathematics	Higher	C1
Geography	Higher	C1
Agricultural Science	Higher	C1
Biology	Higher	C1
Accounting	Higher	B2
French	Ordinary	B2