**Name Surname**

Address Details

Mobile: +353 (0)86 XXX XXX Email: professional@email.com LinkedIn:UniqueURL

**PROFILE**

Forward-thinking and confident business graduate with demonstrated ability to build relationships, seeking an entry-level position in Human Resources Management. Available from 28th May 2018.

**SKILLS PROFILE**

**Communication:** Adept speaker, accustomed to delivering presentations in front of audiences as part of regular assessment during my degree.

**Organisation:** Effective organisation skills with ability to multi-task and prioritise workload. Finished each one of my course assignments in advance of the deadline throughout my degree whilst also working part-time.

**Team Work:** Effectively worked in a group of five students during the marketing module to analyse market segments choosing which would be most profitable for the product.

**Language:** Fluent Spanish and conversational French.

**Driving License:** Full clean driving licence and willing to travel.

**IT Skills:** Confident with a range of IT packages including Advanced Excel, Word and PowerPoint. Excellent understanding of HTML mark-up principles of website design gained from working on club website.

**EDUCATION & QUALIFICATIONS**

09/15 – Present **Bachelor (Hons) of Business** (QQI Level 8) Expected 2.1

 *Dundalk Institute of Technology*

*Key Modules:* Strategic Human Resource Management Marketing Management

 Enterprise Resource Planning Financial Services 2

*Final Year Project:* *Brexit and the SME Agri-Food sector in the Border Counties: An in depth analysis of the opportunities and threats facing industry.*

* The main objective of the project was to produce case studies that explored the way local SMEs are responding to Brexit.
* The research required a creative approach to utilising different research techniques, such as online surveys and in-depth focus groups with companies.
* Resulted in a series of evidence-based recommendations that considered the positive approaches being adopted by a range of SME’s. Invited to present findings at local Chamber of Commerce conference.

09/14 – 05/15  **Advanced Certificate in Business** (QQI Level 6)Distinction

 *Drogheda Institute of Further Education*

09/09 – 05/14  **Leaving Certificate** 420 points including H2 in Business

 *St. Vincent’s Secondary School, Dundalk*

**Other Qualifications** Manual Handling Certificate valid until 2019

 Advance First Aid Certificate valid until 2020

 FAI Kick Start 1

**RELEVANT EXPERIENCE**

01/17 – 09/17  **Human Resources Assistant** (Industry Placement)

 *Louth County Council, Dundalk, Co. Louth*

* Responsible for assisting with the recruitment, training and development of the company employees.
* Assisted the HR Officer with staff recruitment processes including specialist advertising, screening.
* Demonstrated excellent understanding of employment law, health and safety and employee legislation.
* Managed all inter-office correspondence relating to personnel, including staff assessments, pay reviews and the processes around company Disciplinary and Grievance procedures.

**WORK EXPERIENCE**

09/15 – Present **Retail Assistant**

 *TESCO Extra, Dundalk, Co. Louth*

* Achieving monthly store targets
* Meeting and exceeding sales goals through on the floor customer interaction.
* Dealing with returns and exchanges
* Maintaining an attractive display of goods on shelves/ ensuring that goods are correctly priced.
* Answering customer queries/ directing customers to the location of a product.

**VOLUNTARY EXPERIENCE**

06/16 – Present **Volunteer Mentor**

 *Dundalk Youth Club*

* Providing one-to-one support, guidance and encouragement to young people who are at significant risk of offending or re-offending.
* Maintaining confidentiality, whilst ensuring child protection procedures
* Supporting young to set positive goals and working towards achieving these.
* Referring clients to specialist caseworkers for complex problems or signposting to other agencies when appropriate.

09/17 – Present **Secretary**

 *DkIT Basketball Club*

* Worked with the society’s committee to brainstorm, agree and act on a plan to reverse a decline in membership of the society. Increased membership by 10%
* Promoted the society using social networking. Engaged with students using the society’s blog, website, Facebook page and Twitter and Instagram feeds.
* Organised management committee meetings. Wrote and circulated agendas and meeting notes. Kept committee members up to date with progress on our plan.

**INTERESTS & ACHIEVEMENTS**

* Awarded DkIT Student Mentor Award in recognition of my contribution to student life for my work with DkIT Student Ambassadors.
* Voted Class Representative for three consecutive years by my peers.
* Active member of Dundalk Harriers GAA Club and have been a regular Senior Team Member since 2015. Currently on the players committee and regularly meet with club management to feedback players issues / concerns.

**REFERENCES**

* **Firstname Surname**, HR Manager, Louth County Council 086XXXXXXX | [hr@louthcoco.ie](hr%40louthcoco.ie)
* **Academic Reference**, Department of Business Studies, DkIT. 042 937 XXXX | [academic@dkit.ie](academic%40dkit.ie)