

CURRICULUM VITAE

PERSONAL DETAILS:

Name:

Address:

Email:

Telephone: (home / mobile)

SKILLS:

I have excellent communication and interpersonal skills and enjoy working in both individual and group situations. My I.T. experience includes: MS Office, personnel databases and personnel tracking systems. I have excellent word-processing skills, with an average of 60 words per minute. I am well-motivated, enjoy challenges and the opportunity for progression and I perform to the best of my ability at all times.

EDUCATIONAL DETAILS:

September 2004 – June 2008: University, University Address

- Graduated in August 2008 with a 2:2 Bachelor of Business Studies degree
- Subject areas covered: Personnel Management, Marketing, Organisation Studies, Industrial Relations, Negotiation, IT, Maths, Economics and Accounting
- Final Year Project: 'Employer Branding and its effect on recruitment and retention in the Irish public sector'

September 1999 – June 2004: School, School Address

- Achieved 520 points in Leaving Certificate 2004
- Member of the Student Representative Council in 5th and 6th year

WORK EXPERIENCE:

Dates: September 2008 - date

Title: Recruitment Administrator

Location: Company, Company Address

- Advertising vacancies and screening applications for these roles
- Arranging both in-house and regional interviews with applicants
- Maintaining personnel records of interview candidates and logging re-applications, unsuccessful applicants and no-shows
- Calling candidates on our files in relation to up-coming jobs which they may be suited to and arranging interviews with them
- Providing candidates and interviewers with relevant preparation material for interviews
- Meeting with students and graduates at the Grad-Ireland careers fair in the RDS
- Assisting with internal audit on the candidate database which involved calling all candidates on the database to update their status

Dates: July 2008 – August 2008

Title: HR Assistant, Recruitment (*Temporary Relief Contract*)

Location: Company, Company Address

- Gathering applications in hard copy and from the online application portal
- Performing CV screening and telephone interviews
- Assisting with occasional recruitment days, including setting up rooms, organising relevant paperwork and administering skills assessments
- Dealing with all administration relating to the recruitment process (letters of regret/acceptance, obtaining references from past employers, completion of contract packs)
- General HR administration (letters for landlords, banks, etc., absence reports, staff phone purchase orders)

Dates: January 2007 – September 2007

Title: Recruitment Clerical Officer, Grade III (*University Co-op Placement*)

Location: Company, Company Address

- Managing competitions from start to finish (i.e. processing applications, dealing with the entire interview process, offering of positions, drawing up contracts, sending out contract packs, orientation packs and medical exam packs, etc.)
- Liaising with the contact person in the clinic / hospital / etc. regarding the calibre and qualities they require from candidates, in order to short-list
- Liaising with the Garda Vetting Unit for clearances
- Contacting applicants' previous employers for reference checks
- Updating the recruitment database and the electronic filing system
- Creating the weekly interview schedule for circulation to all relevant offices
- Covering reception on occasion (greeting interview candidates and visitors to the building, answering phones, general reception duties)

Dates: June 2006 – September 2006

Title: Insurance Advisor

Location: Company, Company Address

- Dealing with telephone queries and customer complaints
- Identifying the needs of customers in order to assist them in choosing the best policy for their personal requirements, and up-selling the benefits of policy add-ons
- Updating client database
- Renewing client policies and processing payments
- I was offered a full-time permanent job in September 2006 but felt it necessary to return to university before pursuing a career

ACHIEVEMENTS:

- Participated in the 2008 Diocesan Youth Pilgrimage to Lourdes, which involved working with patients and other volunteer groups
- Completed a number of life-saving & resuscitation certificate courses with Irish Water Safety
- Completed Grades 1-8 in both theoretical music and practical piano with the Associated Board of the Royal Schools of Music

HOBBIES:

I enjoy reading, swimming, bowling, shopping, horse-riding, going to the cinema, socialising with friends, and travelling.

REFEREES:

Name

Title:

Company:

Company Address:

Ph:

Email:

Name

Title:

Company:

Company Address:

Ph:

Email: