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**Jennifer Malone**

2nd Arts Geography CV targeting

Relevant Work Experience

**OBJECTIVE**

Second Year Arts student, majoring in Geography, excellent administrative and customers service skills developed from work experience, a genuine interest and passion for in community renewal developments, keen to secure work experience.

Clear Concise Objective

**EDUCATION**

2xxx – 2xxx

UNIVERSITY COLLEGE CORK

**Bachelor of Arts Degree – Geography (Major): History (Minor)**

**First Year Results:**

Geography 85%, Archaeology 73%, History 62%, Spanish 55%

**Subjects:**

|  |  |
| --- | --- |
| * Geography of Tourism * Geography of the Global Food System * Biogeography * Geographical Research Issues and Methods | * Contemporary Climatology * Cities and People * Economic & Rural Geography * Contemporary Human Migration and Settlement   Selected Assignments |

**Assignments:**

* **Contemporary Climatology:** Completed a 4000-word project on *'The weather and climate of Chile*'. This involved gathering the relevant information and then explaining the processes involved.
* **Economic and Rural Geography:** Completed a 2500-word project analysing information collected via census on population and housing trends in a rural and urban district between 1990 and 1996.

**Note: Highlighted A1 in Geography**.

2xxx – 2xxx

ST. FRANCIS COLLEGE, LISMIRE, CO. CORK.

**Leaving Certificate**: 440 points including an **A1** in Geography

* Awarded First Place in 2008 at the BT Young Scientist & Technology Exhibition in the *Social and Behavioural Sciences Section*. “*The Involvement of the Community in the Urban Renewal process in the Knockna heeney area of Cork City”*
* Participated in Civic Link Co-operation Ireland Scheme which encourages young people to get involved in the local community. Represented the School at Cross - Border Conference in Ulster.

**Shows Interest in Urban Renewal started in second level.**

**Clear information on dates and amount of time spent at work – Employers sometimes “add up” time spent at work – all work experience is valuable. Note this student worked for a full-year after LC, before going to University**.

**WORK EXPERIENCE**

Aug 2xxx – June 2xxx (F/T): (2xxx-2xxx) P/T Christmas & Summers)

**SASHS, DOUGLAS COURT, CORK.**

**Full Time Supervisor**

* Initially worked as a Sales Assistant, dealing with customers on sales floor; fitting room service etc. Other duties included stock room, accepting deliveries, replenishing stock, merchandising the shop floor, cash desk, opening and closing store.
* Promoted to role of Weekend Supervisor, then to Supervisor in a full-time capacity for 2009/2010. Supervised a team of 6 staff, delivering excellent customer service through monitoring the activities of the sales team.
* Organised rotas, delegated daily duties and special responsibilities to the team.
* Carried out managers role in her absence (days off, holidays etc.); covered as Branch Manager for 5 weeks in store (April 2009 – May 2009).
* Involved in Recruitment, Selection, Interviewing and Training of new members..
* General administrative duties: analysed daily and cumulative figures, calculated daily sales targets, completed payroll for the store, managed staff folders , communicated with Head Office on a continuous basis.
* Supported Branch Manager in achieving and exceeding all KPI’s - met all sales targets.

**Note range of duties: See also how job has progressed to tasks with more** **responsibility.**

**SKILLS**

**Communication/Interpersonal**:

* Strong team-working, leadership and supervisory skills. Participate in team sports to –inter-county level and manage underage camogie and squash teams on a voluntary basis. Extensive experience of liaising professional with colleagues and customers through work experience.

**IT:**

* Proficient user of Microsoft Word and Excel. Completed a module in Geographical Information Systems (GIS) as part of degree course.

**Organisational/Time Management:**

* Experienced at managing time and prioritising tasks to accomplish projects efficiently and meet deadlines.

**INTERESTS/ACHIEVEMENTS**

**Camogie:**

* Member ofLismire **GAA.** Member of teams that won Camogie titles including West Senior Championship 2xxx, County Senior League 2xxx and U16 B County Championship 2xxx
* Represented **Cork** on U14, 16 and U18 Camogie Teams.
* Selected for the U21 **Cork County Team** this year.
* Involved in the management of numerous underage camogie teams with the Club.

**Squash:**

* Managed the Lismire U14 and U16 Squash teams that that competed in Community Games in 2xxx.

**REFEREES**

Dr. John O’Mahony, Lecturer, Geography Department, University College Cork.

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