

Sally Murphy

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Educational record:

2010-2014 **University College Cork**

BSc Accounting

Currently in 2nd Year, major subjects include: Financial Reporting 2, Systems Analysis, Systems Design and Change,

2nd Year Project; Leader of a group project in Placement Plan module (Planning Your Optimal Career). The role involved;

- Organising team meetings
- Finalising the report and presentation
- Motivating the team to achieve our potential

Results; Achieved a **1H1 in First Year** including 91.5% in Financial Reporting 1, 84% in Business Economics and 73% in Business Statistics.

2004-2010 **Secondary School, Nenagh, Co. Tipperary**

Leaving Certificate: **530/600 points**

-including *Accounting (A1), Maths (A2), Business (A2)*

Work Experience:

June 2011-Present **HMS Host, Cork Airport**

Food and Beverage Associate

- Accept cash, cheques or credit cards for payment and complete transactions according to established procedure.
- Balance cash drawer and receipts, document discrepancies.
- Train new cashiers.
- Provide a high level of customer service, communicating effectively with people from different cultures.
- Work flexible shift hours ranging from 4am-8pm.

February 2008-July 2010 **Daybreak, Nenagh, Co. Tipperary**

Shop Assistant

- Handled cash and cheques as well as counting my till at the end of the day.
- Built relationships with new and existing customers to improve their experience.
- Kept merchandise displayed in an orderly manner as well as keeping it amply stocked.
- Took and prepared orders and presented them to guests.
- Attended in house training for manual handling and food safety.
- Monitored hygiene levels and kept the work area to a high standard of cleanliness.

School Work Experience:

10th-14th November 2008 **Montessori School, Nenagh, Co. Tipperary**
Montessori Teacher

3rd-7th March 2008 **Accounts Dept. Of Arrabawn, Nenagh, Co. Tipperary**

- Wrote letters to customers concerning payment and created invoices.
- Input information regarding sales and purchases completing the day books.
- Answered phones and addressed envelopes.
- Organised all their filing system and cleaned out their storage unit.

19th-23rd November 2008 **Nenagh National School, Nenagh, Co. Tipperary**
Assistant primary teacher

Personal Attributes:

- | | | |
|-----------------------|--------------------------|-------------------------|
| -Willingness to learn | -Problem Solving Ability | -Adaptability to change |
| -Team skills | -Reliable | -Leadership Skills |
| -Communication skills | -Organisational | -Computer Literate |

Interests and Achievements:

-University College Cork

- Currently Secretary of the Archery Club 2011-2012, including creating a rota for beginners to train each week, scheduling meetings, writing minutes and being in charge of contacts, training three times a week
- Achieved College Scholar in First Year, due to my exam results.

-Secondary School

- Member of the Green Schools committee for 4 years as secretary, achieving the Green Flag.
- Chairperson and treasurer of the Debs committee, handling all the money and had the cheapest tickets in five years.
- Co-editor of the annual school magazine in Transition Year.

-Other

- Won a Community Games Sportsmanship Award in 2009 as I coached, trained and refereed badminton and draughts for 3 years as well as my participation in indoor/outdoor soccer, draughts, athletics, volleyball, quiz, art and talent competition.
- Keen interest in travel, visited parts of Europe and Africa.

Referees available on request.