**CURRICULUM VITAE OF CATHERINE KEANE**

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Mobile no:353 87 2407 956

Address: Marfield Lodge, Mooretown, Ratoath, Co. Meath

**Educational Qualifications:**

**October 2012 TEFL with CELT Qualification**

**Bridge Mills Language Centre, Galway**

Result: Approved (4 Distinctions in Teaching Practices, 3 Distinctions

on overall Course Assignments)

**2011-2012 BBS (Hons)**

**Galway Mayo Institute of Technology**

Result: First Class Honours

**Modules:** Strategic Management, Irish Economy, Enterprise IT, People

Management, Employment Law in Practice, Organisation Theory,

Workplace Issues, Business Communications and Negotiations,

Services Marketing ,Spanish ( Language and Culture)

**2008-2011 BBS-Level 7**

Result: Merit, Grade 1

**Modules:** Business Information Systems, Financial and Management Accounting,

Marketing Principles, Business Law, Market Research Skills, IT, HRM,

Management Principles and Business Environment, Spanish

(Language and Culture)

**Second Level**

**2006-2007** The Institute of Education, Leeson Street, Dublin, Ireland.

Leaving Certificate : Five Honours , Two Pass.

**Personal Skills:**

**Team Working**: Illustrated by my involvement in group projects in the areas of marketing, enterprise, operations management and through past and present employment.

**Decision making and Problem Solving Skills:** Developed through a business plan undertaken in semester six. It also provided a greater knowledge in how to set up, manage and market a business. These skills were also developed throughout the TEFL programme.

**Communication and Organisational Skills**: Excellent english, written and spoken skills demonstrated through various written projects and presentations. Strong attention to detail and ability to work well under pressure. A strong and friendly rapport while teaching which encouraged active learning during teaching practices in the TEFL course. Spoken and written Spanish skills.

**Achievements:**

* Created and designed a facebook business page for Keanesfield Boarding Kennels
* Assisted in running a campaign during GMIT’s student union elections
* Awards for creative writing competitions and awarded drama medals
* Performed in The Helix as part of a Theatre Group
* Volunteered as a care assistant in a community house

**Work Experience:**

**Fenn Wright Manson**

Brown Thomas, Galway

November 2012-Present

**Duties:**

5 star customer service, Completing sales reports,Cashier, Sales assistant, Responsible for dealing with customer’s queries and complaints.

**Travel West**

7 St. Francis Street, Galway

June 2012-October 2012

**Duties:**

Assisting in the management and running of the International Quilt Festival of Ireland, Drafting press releases, Dealing with customer’s queries, Being responsible for the selling and booking of cruises and speciality tours.

**Keanesfield Boarding Kennels**

Ratoath,Co. Meath

May 2008- Present

**Duties:**

Updating and managing the company facebook page, Responsible for marketing the business i.e organising for the company to be in the local St. Patrick’s Day Parade , Writing the copy for the company website.

**Tayto Park**

Kilbrew, Ashbourne, Co.Meath

March 2011-September 2011

**Duties:**

Waitressing, Cashier, Commis Chef, General cleaning duties, Dealing with customer queries and complaints, Organising and managing events i.e children’s birthday parties, school tours and special parties, ensuring hygeine and food safety standards are maintained at all times.

**Lawrence Beach Club**

Long Beach, Long Island, New York, USA

June 2010-September 2010

**Duties:**

Waitressing, Commis Chef, Bar work, Dealing with customer queries and complaints, Event work i.e weddings and special parties, Ensuring hygeine and food safety standards are maintained at all times, General housekeeping.

**Spar Supermarket**

Corballis Shopping Centre, Ratoath, Co.Meath

February 2008 - August 2008

**Duties:**

Cashier, Floor staff, General cleaning duties, Experience in customer service

**COAST**

Brown Thomas, Blanchardstown Shopping Centre

September 2007- February 2008

**Duties:**

5 star customer service, Cashier, Sales assistant, Responsible for dealing with deliveries and monitoring stock control, Assisting in organising a fashion show.

**Fox Lodge Manor Créche and Montessori Ratoath**

Summer 2006 and Summer 2007

**Duties:**

Taking care of children between the ages of two to twelve years, Serving and preparing food, Organising daily activities, Dealing with parents’ queries and complaints.

**References:**

Available on request