

Glenn O' Sullivan

11 Vale View, Kilfinane, Co. Limerick

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PERSONAL PROFILE:

- **Currently accepted onto A.C.T.I Apprenticeship Course (QQI6).**
- **Good numerical and administration skills.**
- Team player with strong work ethic, professional approach and good attendance record; adaptive and responsive to new work environments, punctual with flexible approach to working hours.
- Comfortable to work as a team member or on own initiative to produce results.
- Ability to multi-task and prioritise effectively.
- Capable of working under pressure whilst ensuring accuracy and attention to detail.

EMPLOYMENT DETAILS:

2019 - 2022

Unemployed due to Covid restrictions.

2018 – 2019

Office Assistant

Ballyhoura Development Clg, Kilfinane, Co

Limerick

- Administration and accounts duties, general reception duties.

Sept 2017 – Jan 2018

Storeroom Assistant

Finucane's Electrical, Ballysimon Road, Limerick

- Unloading deliveries and managing stock, management of store-room.

Feb – May 2017

Retail Assistant

CEX, Cruise's Street, Limerick

- Working on the tills and dealing with customers.

2016 – 2017

Retail Assistant

Fox's Furniture, Ballyorgan, Kilfinane, Co

Limerick

- Store duties, assisting with deliveries, assisting with upholstery.

Feb – May 2016

Retail Assistant

Ballyhoura Artisan Food Park, Kilfinane, Co

Limerick

Sept 2015 – Jan 2016

Retail Assistant

Ryan's Supervalu, Kilmallock, Co Limerick

EDUCATION DETAILS:

2018 – 2019

Retail Skills Course – QQI Level 4

Kingston College, Mitchelstown, Co. Cork

- Retail Payment, Team Working, Stock Control, Work Experience, Retail Sales Techniques, Communications, Customer Service, Information Technology

2017

Leaving Certificate Applied

Scoil Pol, Kilfinane, Co. Limerick

Additional Training:

- Barista Training – Level 1
- Manual Handling.

VOLUNTARY WORK:

- Raising money for Cork Simon Community and Cork Penny Dinners.

References available upon Request.