

JOE MURPHY

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EDUCATION

2012 – Present

Bachelor of Business (Honours) in Business Information Systems
Cork Institute of Technology, Cork Year 2 Grade: **2H1**

Subjects:

Business Management

Essentials of Business Programming

Accounting Systems

Mathematics & Statistics for IS

Business System Administration

IT Law

Project: *Title*

- Team project comprising of four other classmates which investigated X.
- Individual responsibility for X.....which included researching data.....etc. Used a wide range of Business and Information System Skills i.e...
- Prepared and delivered a presentation to the lecturer and 20 classmates. Gained an in-depth knowledge of Accounting Systems as well as working with others to achieve a common goal.

Other Projects (*if relevant, add in another project and use the same format as above*)

2012

Leaving Certificate, North Monastery, Cork
Achieved 450 Points – including an A2 in Higher level Business

RELEVANT EMPLOYMENT

June – Sept 2014

Assistant Business Analyst – ABC Consultants, Co. Galway

- Liaised with the IT and Marketing Departments and reported to the Business Development Manager on all tasks.
 - Gathered and organised information on problems or procedures.
 - Analysed data gathered and developed solutions or alternative methods of proceeding.
 - Completed survey work using IT Systems such as
 - Documented findings of survey and prepared recommendations for implementation of new systems and procedures.
 - Designed, evaluated, recommended, and approved changes of forms and reports.
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ADDITIONAL EMPLOYMENT

Summer '11, '12 & '13

Barman – Clarion Hotel, Cork City

- Worked efficiently in a fast paced environment for functions and bar events.
 - Provided excellent customer service by assisting customers with queries and ensuring that their problems were solved in a quick and efficient manner.
 - Learned how to change barrels and change the way to handle difficult customers demanding one last drink.
 - Suggested the bar should introduce more entertainment. Organised a traditional music session for Monday nights and as a result the takings increased on the night by 10%.
 - Responsible for managing the cash register, balancing tills at the end of the night and transported large sums of cash to the safe.
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SKILLS PROFILE

- IT:** Strong working knowledge of Microsoft Word, Excel and PowerPoint, as well as Java.....
- Presentation:** Produce reports and presentations to a professional standard. This skill is continuously being enhanced as a result of delivering individual and team presentations throughout the degree course.
- Problem Solving:** Proven ability for assessing data and analysing problems to outline solutions to colleagues as an Assistant Business Analyst.
- Organisational:** Effective at managing time and prioritising tasks as a Barman. Organisation is vital for ensuring customer orders are processed quickly when large functions are booked into the bar.
- Communication:** Continue to develop strong communication and teamwork abilities through various group situations in college including four projects and presentations in second year. Developed strong leadership skills as Captain of Cork Football Club, which also results in enhanced communication skills.
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ACHIEVEMENTS

- Captained highly successful hurling, football and soccer teams over the last five years, leading to local, county and provincial titles.
 - Current Treasurer of the Music Society in CIT, with responsibility for managing the society's budget, producing accounts at year end and monitoring funding throughout the year.
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INTERESTS

- Sport:** Member of Cork Football Club and the CIT Rugby Team. Also involved in coaching the local underage rugby team.
- Music:** Play guitar and give guitar lessons.
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ADDITIONAL INFORMATION

2011 Achieved a full driving license.

REFEREES

John Bloggs, Course Co-ordinator, BBus (Honours) in BIS, CIT – **Tel:** 021 4335000 / **Email:** jbloggs@cit.ie

Janice O'Connor, Manager, ABC Consultants, Cork – **Tel:** 091 123456 / **Email:** joconnor@abcconsult.com