

# Stephen Carey

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## Personal Profile

A hard working self-motivated Business Student with excellent communication, organisational and interpersonal skills. These were gained during three years work experience in the Retail and Customer Care Sector. Able to work as part of a team or on own initiative. Seeking an opportunity in ...

## Education

2012-Present	<b>Bachelor of Business (hons)</b>	Cork Institute of Technology
	Result year 3, 2:1	

### Core Modules

Financial Management	Business Marketing
Strategic Management	International HRM
Public Relations	Business Analytics

### Projects/Assignments (1 OR 2)

<b>Business Management Project</b>	<i>Title (in italics)</i>
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- Objective of the project was to develop ...
- Designed and created ...
- Presentation of ...

2011	<b>Certificate in Business Studies (FETAC Level 5)</b>	Cork College of Commerce
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### Core Modules

Marketing	Statistics
Economics	Communications
Accounting	Word Processing

2010	<b>Leaving Certificate</b>	Colaiste XYZ
	380 points	

## **Work Experience**

March 2012 – Present

**Retail operative**, Penney's, Patrick Street, Cork City.

- Responsibility for handling cash; checkout operator
- Stock control; management of large amounts of stock
- Liaising with staff; reporting issues back to Management
- Customer Care; Assisting Customers & dealing with enquiries

## **Skills Profile**

- IT; full European Computer Driver Licence Certificate, proficient in the use of Word Processing, Word for Windows, Excel, Access, PowerPoint and Internet
- Communication; Excellent people skills, further developed through customer care duties in my employment
- Teamwork; Working as an effective team member during college projects and in my workplace
- Organisational; Effective at managing time and prioritising tasks in all aspects of my life

## **Interests and Activities**

- Enjoy all sports, was a member of the Cork Colleges Rugby and Soccer team and enjoyed a league title with local club XYZ FC.
- Have a keen interest in reading, particularly current affairs and biographies.
- Also enjoy Music, IT, Banking and Health & Fitness.

## **References**

Available on request

*(Ideally provide 1 Professional & 1 Academic reference)*