

Julie Malone

Experienced Office Administrator - Ennis, Ireland

W: <http://www.worky.com/julie-malone>

Currently I am employed by Corrib Oil Co Ltd., a position I have held since 2007. Due to the down turn in the oil business, all employees are now on short-time and as a result of this I am seeking full time work elsewhere. I enjoy my current position which is challenging and rewarding but I also need job security.

I have experience in the field of office administration, training and classroom assistant.

I work in a very busy office taking orders, dealing with customers, in this business we have to be highly organised and be customer orientated. We use internet all day as our office is linked into a network. I have excellent IT skills.

I consider myself to be a cheerful, honest, trustworthy and a dependable person. I work well under pressure and can work to deadlines. I'm a good team player but can also work on my own initiative. I enjoy a challenge and can always rise to it.

Professional Experience

2007 - Present **Corrib Oil Co Ltd - Office Sales Administrator**

Office Sales Administration

Key Skills Administration

2000 - 2003 **Eircom - Office/Sales Administrator**

Office/Sales Administration

Key Skills Administration

1985 - 1989 **Rotaprint - Export Sales Administrator**

Export Sales Administration

Key Skills Administration

Education and Qualifications

2007 **Certificate - Train the Trainer**

Belfast Open University

2004 **Certificate - Classroom Assistant**

Portabello College, Dublin

Second Level -

Additional Information

Languages

English - Working knowlege
