

Louise Costigan

Experienced Office Clerk - Kilkenny, Ireland

W: <http://www.worky.com/louise>

Having worked professionally in sales and customer services for over ten years I have gained tremendous knowledge and experience. Some of the areas that I have gained experience in include customer care, staff training, stock control.

I have also gained 8 years experience working as and PA/ Administrative assistant in an extremely busy office working in the areas of accounts, payroll and cash control.

Louise Costigan's Professional Experience

2006 - Present

Eurospar - Office Clerk

Responsibilities:

- Secretarial and PA Duties
- Human Resources
- Cash Control
- Daily Cash Balance
- Daily Banking Duties
- Accounts for store & shopping centre
- Payroll- Thesaurus
- Customer service
- Staff welfare
- Cash handling

Key Skills

Banking, Cashier, Customer Service, human resources, Office Clerk, Payroll, Promotions, Receptionist, Sales Assistant, secretary, Supervisor

2005 - 2006

Eurospar - Sales Assistant

Responsibilities:

- Cashier
- Assistant Supervisor
- Price Control & promotions manager
- Customer service
- Cash handling
- Extensive sales knowledge
- Staff welfare

Key Skills

Cashier, Customer Service, Merchandising, Payroll, Promotions, Sales Assistant, Supervisor

2000 - 2004

Superquinn - Sales Assistant & Party planning manager

Stock Control

Customer Complaints

Handling customer party orders

Cash handling & Cashier

Merchandising & Displays

Extensive Knowledge in sales

Training of new staff members

Key Skills

cash handling, Cashier, Customer Service, Merchandising, Sales Assistant, Trainer

Louise Costigan's Education and Qualifications

2005

Certificate - FETAC Level five Business Studies & Secretarial Ormonde College

Course Modules:

- Computer Applications
- Audio Typing
- Manual and Computerised Accounts (TAS)
- Information Technology
- Desk Top Publishing
- Word Processing
- Communications
- Text Production
- Work Placement

All exams taken and passed

1999 **second level/high school education -
Scoil Aireagail Ballyhale Co.Kilkenny**

Leaving Cert sat and passed

Louise Costigan's Additional Information

Interests

My intrests include Photography, Running and Socialising with friends
