

Martina Aherne

Returning to office work - Clonmel, Co.Tipperary, Ireland

W: <http://www.worky.com/martina-aherne>

I am reliable, professional and hard working. I have been out of work for the past two years and I would love the opportunity to prove to a company that I can be an integral part of their business. Although my most previous experience has been in a school setting I am very keen to return to an office environment where I believe I am at my best.

Martina Aherne's Professional Experience

- 2009 - 2010 **Presentation Secondary School, Clonmel - Substitute Special Needs Assistant and substitute clerical assistant**
- ☐ Managed the telephone lines and relayed messages appropriately
 - ☐ Liaised with visitors to the School
 - ☐ Attended to administrative duties as required
 - ☐ Managed an Administrative Project - which captured sensitive medical history for the entire student database
 - ☐ Coordinated and Assisted in a number of fundraising and extracurricular initiatives within the School, including:
 - ☐ Securing the use of a local business premises to use as a base for running a Tele-Fundraising campaign for a major event night.
 - ☐ Selling School Show Tickets
 - ☐ Assisting in organising novelty days
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- 2007 - 2009 **Presentation Secondary School, Clonmel - Special Needs Assistant**
- Worked with a class unit of ten girls.
 - Assisted students in completing projects, class work and preparation for Junior Certificate.
 - Team member with the Junior Certificate Schools Programme and the Leaving Certificate Applied programme, which involved working closely with teachers, management and the class.
 - Assisted teenagers with ADHD, emotional and behavioural difficulties.
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- 2006 - 2007 **Scoil Mhuire na n'Aingeal, Clonmel - Volunteer Special Needs Assistant**
- ☐ Voluntary work experience in Second Class
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- 2006 - 2007 **Presentation Primary School, Clonmel - Volunteer Special Needs Assisat**
- ☐ Voluntary work experience in Senior Infants class
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- 2005 - 2007 **D'Amigo's Steakhouse, Clonmel, Co.Tipperary - waitress**
- ☐ Dealing with customers
 - ☐ Cashing up and balancing the till at the end of the night
 - ☐ Table planning
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- 1998 - 2000 **Momentum Marketing, Clonmel - Team Leader**
- ☐ Responsible for circa 20 Team Members
 - ☐ Training and development of Agents - Telephony, Administration, Customer Service, and Organisational Skills
 - ☐ Administration and coordination of payroll
 - ☐ Scheduling and planning
 - ☐ Inter department communication at all levels of the organisation
 - ☐ Team motivation and establishment of effective incentive initiatives
 - ☐ Assist at Open Evenings
 - ☐ Floor supervision
 - ☐ Quality control performance
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Key Skills Administration, Customer Service, Organisational Skills, Payroll, supervision

1996 - 1998 **Dublin Containers - Administration**

- Daily reporting and tracking responsibilities
 - Coordinated the logistics of the Containers in and out of the Dock – with responsibility for sign-off
 - Customer Liaison and Point of Contact
 - Tracking and tracing containers
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Martina Aherne's Education and Qualifications

2008 **Diploma - Special Needs Assistant**
The College of Progressive Education

I volunteered at two local primary schools for a school year to gain valuable experience.

1996 **Certificate - Tourism**
Tralee RTC, Tralee

- Front Office Skills
 - IT Applications – Excel, Word & PowerPoint
 - Research and Development Assessments and Reports
 - Professional Customer Service Skills
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1994 **Certificate - Tourism & Typing Skills**
Central Technical Institute, Clonmel

- Front Office Skills
 - Professional Customer Service Skills
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Martina Aherne's Additional Information

Interests

- Design Novelty Cakes for Birthdays and Special Occasions
 - Walking & Reading
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