

Michelle Quinn

Level 6 Business Administrator Graduate

W: <http://www.worky.com/michelle-quinn>

Michelle Quinn's Professional Experience

2012 - 2013 **ALC Ltd. - Research Assistant**

Research/ Recording of numbers of visitors and the biodiversity of a town park

Letter writing

Emailing

Recording data on MS Excel

MS Word

Arranging meetings/events

Meeting and greeting visitors

Sorting mail

Phone and other adhoc office duties

Michelle Quinn's Education and Qualifications

2013 **Higher Diploma - Business Administration**

Listowel Community College

work experience in a hotel on reception and basic upkeep of accounts
