

Noeleen Byrne

W: <http://www.worky.com/noeleen-byrne>

I am a diligent hard worker. I am very conscientious and very punctual. Dealing with, and listening to people is a skill I have built up. Working under pressure and dealing with dead lines is also a skill I have learned during my years working in SIPTIU.

Professional Experience

1986 - 2010 **SIPTU - Admin, secretary, accounts**

I worked in a Branch in SIPTU Trade Union. My duties were general office duties. Dealing with members of the Union and members of the public on a daily basis. I have a high level of computer skills as I worked on a computer on a daily basis. Accounts and book work was also included in my duties. I also organised annual Christmas Parties for Retired members of the Union. Dealing with members problems/grievances was also part of my duties.

1979 - 1983 **Dept.of Education - Clerical Officedr**

I worked in the Grants Section of the Dept. of Education, wherein Schools could apply for computer grants.

Education and Qualifications

Second Level -

Additional Information

Links

Worky Profile - <http://www.worky.com/noeleen-byrne>

Interests

My interestes are all types of sports. I am a keen gardener. I love swimming and walking. My weekends are taken up by attending my childrens football, rugby, and camogie matches.
