

# Paddy Connolly

BA, MAJ, Over 3 years Experience across a variety of Office Settings, seeking Temp/Contract roles, ANY SECTOR, IGNORE DROP LIST

W: <http://www.worky.com/paddy-connolly>

## Paddy Connolly's Professional Experience

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2012 - Present

### ENTIRE PROFILE UPLOADED BELOW - SEE BELOW

#### PROFESSIONAL EXPERIENCE

1) Date: October 24th 2011- September 28th 2012

Company: Private Residential Tenancies Board, D'Olier Street, Dublin 2

Position: Temporary Administration Assistant

Duties:

- This temporary position involved performing a wide range of general back office administration.
- My primary tasks were Data Entry of PRTB registration forms and archiving of company files.

2) Date: September 2011 - Present

Company: Newstalk Sports Saturday, Newstalk 106-108, Marconi House, Dublin 2

Position: Network Sports Bulletin Writer

Duties:

- Since September of last year, I've spent every Saturday and Sunday covering the Weekend Network Sports shift. This entails producing two sports bulletins at the top of every hour, of between 2-3 minutes in length. These bulletins are then exported to Newstalk's network of regional and county radio stations to be read out on-air, in addition to be used in-house.
- The role also involves keeping the front-line members of the team up to date with the relevant news and goings-on of the day, to ensure that the show remains topical and up-to-the-minute, and guard against neglecting a major issue that may damage the show's credibility.
- On a technical level, I help gather audio for use on the show.

3) Date: July 2011 - September 2011

Company: Off the Ball, Newstalk 106-108, Marconi House, Dublin 2

Position: Sports Researcher

Duties:

- Generating appropriate topics to fill slots on the show.
- Giving regular input on possible angles on sports news of the day such as analysis of matches, previews of upcoming fixtures, the latest sex-scandal or twitter out-burst.
- Preparing concise, short and accurate briefs for use by the presenter on a particular topic.
- Contacting prospective interviewees and requesting that they appear on the show.
- Produce audio packages for use as links on the show, using sounds to create an atmosphere appropriate to the subject of the segment.
- Reviewing Off the Ball archives to select relevant quotes to a particular subject or individual guest for use by the presenter on pertinent topic.

From June 2009 - June 2010 I spent 12 months travelling Africa, returning to begin my Masters in Journalism

4) Date: Nov 2007 - May 2009

Company: Dolmen Stockbrokers, 75 St. Stephens Green, Dublin 2.

Position: Client Services/Trading Desk Assistant

Duties:

- This role involved dealing with all client queries through all mediums on issues relating to their stock portfolio.
- I regularly generated portfolio reports displaying a client's holdings and trading history.
- I resolved issues such as pricing discrepancies, commission deductions, and focused on enlightening the client on all elements of share-trading
- I was also responsible for ensuring the accuracy of each trade conducted by our trading desk.
- This involved building relationships with our Counterparties to resolve Deal issues, and responding to ad hoc queries raised by the Brokers.

5) Date: Sept 2006 – Sept 2007

Company: Careers-Register Recruitment, 26 Lower Baggot Street, Dublin 2

Position: Recruitment Consultant

Duties:

- Specialized in recruiting Banking candidates.
- Selection and screening of candidates for interviews.
- Organising and managing the interview process for the client.
- Preparing and interviewing all candidates to assess core competencies.
- Coaching and advising candidates on career opportunities.
- Working closely with clients throughout the recruitment process
- Liaising with clients and candidates.
- General administration duties – downloading, sorting and coding post, e-mailing both clients and candidates, faxing, photocopying, sending out invoices to clients and maintaining the in-house database.
- Monitoring CV applications and responding by email and post.
- Posting Vacancies on Job Websites and monitoring responses.
- Invoicing for the placement of permanent candidates.
- Liaise with colleagues in other branches throughout Dublin.
- Achieving company targets and goals

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### **Paddy Connolly's Education and Qualifications**

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2012 **Masters/PostGrad - SEE BELOW**

**SEE BELOW**

EDUCATION

Third Level Education:

2010-2011: Masters in Journalism (MAJ)

Dublin City University, Collins Ave, Dublin 9

Subjects: Radio Journalism, News Reporting, Feature Writing, Television Journalism, Online Journalism, Media Law, Communication Ethics, Publication & Design, Research Methods, News Editing.

2002-2006: Business, Economics and Social Studies (BA Hons)

Trinity College Dublin, Dublin 2

Secondary Education:

1996-2002: St. Josephs CBS, Fairview, D3.

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