

# Sarah-Jane Moore

Trainee Buyer - Primark / Penneys - Dublin, Ireland

W: <http://www.worky.com/sarah-jane-moore>

I am very much a peoples person, I am highly motivated and work extremely well as part of a team. I can also work very well off my own initiative and come up with innovative solutions to solve problems.

## Sarah-Jane Moore's Professional Experience

---

### 2009 - 2010 **Fran and Jane - Sales Assistant**

Retail Store located in Kildare Village, Duties included:

Strong sales awareness,  
Helped in merchandising,  
Stock control,  
Filling in new orders,  
Dealing with deliveries,  
Customer service,  
Offer advice to customers.

---

Key Skills Customer Service, Merchandising, retail, sales

---

### 2010 - 2010 **ACC Bank - Credit Special Asset Management Administrator**

I completed a 6 month work placement with ACC Bank, Charlemont Place, duties included:

Completing auditors reports,  
Dealing with data requests and arrears letters,  
Dealing with direct queries from clients,  
Setting up receivers accounts and current accounts,  
TT Transfers,  
Invoices,  
General errands for case managers,  
Training in new administration staff,  
Legal expense account projects.

---

Key Skills ACC, Administration, Banking, Business, Customer Service, data, Financial Services, invoices, Reports

---

### 2008 - 2008 **Soul Designs - Sales Assistant**

Retail store located in Naas, Co. Kildare, duties included:

Sales,  
High level of customer service,  
Responsible for incoming goods,  
Merchandising,  
Stock control.

---

Key Skills Customer Service, Merchandising, retail, sales

---

### 2008 - 2008 **Hollister - Sales Assistant**

Worked for Hollister in San Francisco, California on a J1 visa, responsibilities included:

Sales,  
Meeting and greeting people at the door,  
Promoting the store,  
Approaching people who I felt had potential to work for Hollister,  
Customer service.

---

Key Skills Customer Service, promotion, retail, sales, SAN

---

2006 - 2006 **ACC Bank - Administration**

Worked in ACC Bank Naas during the summer of 2006, responsibilities included:

Adminstration,  
Worked as a Teller,  
Preparing and sending invoices,  
Dealing with customer queries,  
Dealing with data requests,  
Opening accounts.

---

Key Skills Administration, Banking, Business, Customer Service

---

**Sarah-Jane Moore's Education and Qualifications**

---

2011 **Bachelor/Degree - Business and Management**  
**Dublin Institute of Technology**

---

2008 **Certificate - Business Studies**  
**Dublin Institute of Technology**

---

2006 **second level/high school education -**  
**Newbridge College**

---

**Sarah-Jane Moore's Additional Information**

---

**Links**

**Worky Profile - <http://www.worky.com/sarah-jane-moore>**

---

**Interests**

Reading, particularly non-fictional topics such as biographies and history, travel, cooking, excercise, fashion, taking part in charity events.

---

**Awards**

Higher Certificate in Business Studies,  
Received Bronze President's Award,  
Received three academic awards during second level,  
Certificate in Continuing Professional Development Programme DIT,  
Sporting Awards.

---