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**Colleen Mc Brearty**

**Personal Details**

**Home Address:** 51 Whitehouse Park Derry BT48 0QA

A hard-working and professional Psychology Graduate, who has the ability to use initiative and be flexible in any given area, has excellent communication skills and has the ability to work independently or effectively as part of a team

**Education & Qualifications:**

**BSc Psychology 2:2**

Queens University Belfast

2010 - 2013

Thornhill College (2003-2010)

**3 A-Levels -** Geography (A), Religion, Psychology (B), **AS Level -** Art & Design (B)

**10 GCSE’s -** Grades A\* - B

**Teaching English as a Foreign language: TEFL:** Open college network **Level 3**. Feb 2014

**City & Gills Level 1 & 2 Computerised Accounts using SAGE** : First Class Pass Feb 2014

**Employment:**

Centra Convenient Store

*Position:* Supervisor

June 2008- Present

Roles and Responsibilities:

Delivering high standards set out through the company’s values

Ensuring customer expectations were exceeded

Fully trained across departments (price integrity, stock control, checkouts and the provisions counters, hot food area.)

Assist day-to-day training of new staff in relevant departments

Liaising with management and other teams for effective work production Ability to work hard in a fast-paced environment, whilst delivering a high-standard customer service.

Damien Mc Brearty Window Specialists

*Position:* Administration

June 2012 - Present

Roles and Responsibilities:

* Receptionist duties, book keeping and general clerical duties
* Ability to prioritise duties assigned to me and to ensure they are carried out in an accurate and efficient manner.
* Ability to meet deadlines assigned to me.

**Volunteer Work**

The Gasyard Centre, Derry – July 2011

The Gasyard Centre is a development trust that organises and holds events, concerts and schemes. I volunteered in the annual children summer scheme held in the summer holidays.

Roles and responsibilities:

* Responsible for a large group of children of all ages.
* Responsible for creating activities and tasks for children
* Taking part in regular team building exercises.
* Aided my team working skills, as members of staff worked together on specific tasks and deadlines.
* Reinforced my desire to teach and help children in their social and educational development.
* Enhanced my ability to think on my feet when specific circumstances arise.

**Skills Profile**

Time Management
Being punctual and prepared for each lesson is vital. Time management is a skill that I have developed as a student. In order to successfully submit work on time, I have learned to carefully plan out my work which allows me to use my time as efficiently as possible. This has also been developed as a student holding down a part time job throughout my studies without it affecting my degree.

Interpersonal

My degree has taught me about individual personalities and emotions, which can be used in any situation particularly in work conditions, when dealing with clients and customers effectively. My volunteer work in Gasyard Centre also furthered my interpersonal skills as I had to communicate with disabled children and disadvantaged adults.

Problem Solving/ Decision Making

Volunteering with young children requires initiative and making decisions as different problems occur. Such problems like changing an activity during the class if it’s not particularly working for that group of people. This has helped me develop good decision-making skills as my role required decisive action to ensure that the department functions effectively, as well as to fulfil the objectives and overall goals of the scheme.

Communication skills

As I have worked in a shop environment for a long time I am confident in my ability to work as both a team and on my own initiative. TEFL teaching has also further improved this through practice teaching classes and working with both foreign and local teachers.

Skills and Competence

These roles have offered me the opportunity to develop myself, particularly in the area of communication, management, punctuality, confidence and maturity.

Interests

* I am an avid gym goer and take part in monthly boot camps that help me maintain a healthy lifestyle and keep active.
* I am an outgoing and fun person that enjoys socializing with friends and family and would love the opportunity to explore the world through teaching.

Additional Skills:

* Full drivers licence (4 years)

Food Hygiene Certificate