**Curriculum Vitae**

**Andrew Kiely**

Andrewkiely04@hotmail.com

To Whom It May Concern:

I am submitting my CV to your organisation.

I have completed nine months of a year contract with Chungdahm Learning

I have completed the 120 Hour i-to-i TEFL Course

I am a graduate from UCD in 2007 with a Bachelor of Arts Degree.

The knowledge, experience and skills I have developed in both my academic life and my previous employment are particularly relevant to your agency, and in this regard, I feel that I could contribute significantly to your organisation. The details of my achievements in these areas are set out in detail in the accompanying Curriculum Vitae.

At a personal level, I am easy to get on with in the work situation and consider myself to be personable, versatile, and extremely hard working. I work well both as part of a team and on individual projects.

I hope you can consider my application favourably and look forward to hearing from you in the near future.

Yours sincerely,

Andrew Kiely

**Andrew Kiely**

Curriculum Vitae

13 Church Gate,

Church Road,

Greystones,

Co. Wicklow

Contact details: 085 1569331/ 01 2873936

[andrewkiely04@hotmail.com](mailto:andrewkiely04@hotmail.com)

**Skill Set**

* Nearly one year’s teaching experience
* Excellent communication and organisation skills
* Work very well under pressure and to tight deadlines
* Excellent customer service skills
* Knowledge of Microsoft Office programmes
* Comfortable working in a fast paced, dynamic and multi- disciplinary environment

**Education**

2009: 120 Hour i-to-I TEFL course.

2003 – 2007: 2.2 Bachelor of Arts Degree, University College Dublin

2002- 2003 : Repeated Leaving Cert in St. Laurence College, Loughlinstown

1999 – 2002: Completed Honours Leaving Certificate at St. Michaels College, Ailesbury Road, Dublin 4

**Employment History**

September 2009- Present . I have gained experience of planning and delivering lessons to elementary and middle school students. I have gained experience of how to manage students of varying ages. I have gained experience of working in an educational environment. My duties have included the following

* Delivering reading and speaking lessons
* Correcting essays
* Updating student reports

October- December 2008**. Dunnes Stores**. While working for Dunnes Stores I worked as part of the floor

staff. I replenished the shelves when it was necessary, and took sales as a

Checkout Operator. I learnt to work in a calm and consistent way, and developed

an understanding of how to deal with customers.

My duties included:

* Operating the Checkout
* Replenishing Stock
* Packing Out Returns

June-July 2008: **Care Trust.** While working for the Care Trust I developed the ability to communicate to people the urgency of supporting the cause for which I was raising support. I developed a sales technique in short. I worked solidly for six weeks, going door to door, and diligently raised over 270 euros for the cause of the Mater hospital, as well as securing three direct debit subscriptions to the cause.

Nov07 –Feb08: **Kennedy Security.** While at Kennedy Security I worked on the security team dealing with

ensuring safety and security during and after race meets at Shelbourne Park and Harold’s Cross dog tracks. My duties included:

* Working as part of a team to insure the efficient running of the events
* Communicating effectively with patrons of the event to insure safety and correct procedures are in place
* Communicating with the other members of the team and the public to insure the safety of everyone attending the event
* Utilising my negotiation skills when dealing with complaints and grievances from the patrons of the event

June- Sep 2007: **HSE**, Bray Civic Centre. While working in the Health Service Executive, I dealt with requests from several different departments, in my role in the finance department.

I had to deal with sales reps from various companies. My duties included:

* Creating Purchase Orders for various departments
* Creating requisitions for the Purchase Orders that I had made.
* Dealing with incoming post

June-Sep 2004**: Loughlinstown Hospital.** At Loughlinstwon Hospital I was mainly working in the clerical

Department. I also worked in the x-ray department.

My duties included:

* Pulling charts for doctor’s clinics
* Sorting files in the filing room
* Cleaning up x-rays in the x-ray department.

**Personal Achievements**

2006: Recorded a cd with a musical project ‘Charm Offensive’

2004: Recorded a cd with a musical project ‘ Inner Explosion’

**Personal Interests**

I have gained a keen interest in the study of History and Philosophy from my time as a student in U.C.D. I have an interest in playing music, and enjoy playing soccer also.

**References**

Name: John Porter.

Occupation: Financial Accountant

Phone Number: 012744216

Name: Greg Moran

Occupation: Regional Sales Manager ,Care Trust Charity

Phone Number: 0872521088

Name : Ray Madden, Available at

Occupation : Administrator, Loughlinstown hospital, now working in Health Service Executive.

Phone Number : (01) 2744200