Andrea Sterenberg

**Address**: Glanmire, Co. Cork, Ireland.

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***EDUCATION AND QUALIFICATIONS:***

**September 09 – May 2010: *Higher Diplom*** *in Electronic Business, University College Cork, Results Pending, expecting 2:1 honours*

I learned web design, programming languages, database systems, business models and application to electronic business environments. Projects involved building own web sites, database management trough Microsoft access and project management to develop client tracking architectural system for an IT consultancy organisation: results 72%.

**2006–2009: *BA Major English & minor*** *History (40:20) Achieved 2:1 honours degree Graduated, September, 2009 from University College Cork.*

Course included Forensic, Abnormal and Positive Psychology. History included a variety of course modules. I completed an Independent Final year research project for History on “Emigration from Cork during the Great Famine”. I learned to co-ordinate research across several libraries and Public Records office. Developed project management skills, networked with leading academics across Ireland and Developed IT skills. I learnt time organisation, to prioritise tasks and meet deadlines, make judgements and solve complex problems. I developed self motivation and also team work when working in group projects.

**1998-2004: Colaiste an Phiarsaigh**, Glanmire, Cork

**Leaving Cert Honours, *Higher Level*:**

History, A; Art, A, English, B; Irish, B; Geography, B; Maths, C; French, C.

Developed fluency of the Irish language, both written and spoken

**Junior Cert:**

Completed 11 subjects achieved honours; English, Irish, Maths, French, Geography, History, Home Economics, OSSP, Art, Accounting and Business Studies.

***WORK EXPERIENCE:***

**May 2009 – November 2009: Connolly Racing Bookmakers, Killeagh, Co. Cork**

*Clerical Assistant: I* Opened and closed the shop on a daily basis, serving customers, maintaining shop standards and polite professionalism. Reporting to management daily shop cash floats and takings. Building customers relationships and organising the shop papers. Answering the phone for customers and working with computers for processing bets and handling cash.

Unfortunately the shop closed down in November 2009 and all three staff were made redundant.

**May 2007- May 2009:** Bondi Beach, Sheares St, Cork City. *Bar Attendant*

Reliably handled sums of money. Maintained good humour, tact & patience with the public.

Built stamina, hard work and commitment to a demanding position.

Worked in front bar and back office functions; answering the phone and file management.

**2003 September – May 2007:** Spar Shopping Centre, Gort Alainn, Cork.

*Sales assistant*: The work required self-motivation and responsibility as shifts were often long and busy, but beneficial! Gained organisational skills, newspaper and magazine delivery ordering and arrangement. Taught effective deployment of staff and on the job training for new part time staff. I was also responsible for cashing up takings, opening and closing the store and reporting to management.

**SKILLS/ACHIEVEMENTS:**

University Seminars gained skills of Effectiveness in groups/teams, Listening skills and Presentation skills. Project Work involved working to deadlines, Statistical analysis and interpretation. Creativity and problem solving. Languages: French: Basic written and spoken, Irish: Intermediate written and spoken. Full clean Irish Licence. Achieved many trophies and medals for all Ireland dance competitions. Interested in continually learning and developing my skills profile and meeting new people. Interests include Computers, reading, attending films, travelling, and fitness. Enjoy socialising and Getting on with a range of people.

**REFERENCES:**

Dr. Bill Emerson, Lecturer of Electronic Business, O Rahilly Bldg, University College Cork.

John Naughton, Connolly Racing, Edgeworthstown, Co. Longford

Conrad Lenihan, Spar Shopping Centre, Gort Alainn, Cork.

(these referees require notification thus contact details can be supplied upon request :)