

WORK EXPERIENCE

O'Keeffe's Bar & Nightclub, Clonmel, Co. Tipperary Sept 2015 - June 2016
P/T Bar staff

- Working as bar staff on a part-time basis
- Tasks involved serving customers & stocking the bar
- Cleaning & stocktaking at the end of the night

Premier Insurance & Legal Services, Co Clare Sept 2011 – Aug 2015
Office Administrator & Coordinator

- Answering the phone dealing with our clients
- Filing & all other clerical duties
- Stock take and stock management
- Delegating tasks to other staff members
- Weekly Banking & Invoicing

Copper Jug Bar and Café on The Green Jan 2010 - May 2015
P/T Bar & Waiting Staff

- Working as bar staff and waitress on a part-time basis
- Preparing teas, coffees & various lunch dishes in a busy environment
- Participating within a team environment & working solely
- Updating social media platforms
- Stock taking

Toni & Guy Hairdressing, London, UK April 2009 - June 2010
Color Technician

- Consulting with clients
- Doing technical treatments
- Attending all training sessions on retail & customer service

Front of house Reception

- Covering reception solely for holidays & days off
- Meeting & greeting with high profile clients on a day to day basis
- Taking bills & dealing with all other transactions

SKILLS

I am an enthusiastic person with the ability to get along with all people & am very motivated when learning.

I have trained and excelled in customer service and in retail.

I have considerable experience of working as part of a team and operating independently.

I have excellent communication skills

EDUCATION & QUALIFICATIONS

Limerick Institute of Technology, Clonmel Digital Multimedia	2014 - 2016
Ennis Business School, Co. Clare ECDL & Business Administration	2010 - 2011
Toni & Guy Hairdressing, Limerick Trainee Color Technician	2005 - 2009
St Joseph's Secondary School, Clare Junior & Leaving Certificate	2000 - 2005

HOBBIES & INTERESTS

- Swimming, walking & reading
- Keeping up to date on current affairs
- Photography

REFEREES

References available upon request

74%

Multiple Choice (6 points)

- 1) Carbonation _____ the rate of intoxication.
 - a) Slows down
 - ☒ b) Speeds up
 - c) Does nothing to
- 2) What are the six most commonly used spirits?
 - a) Sweet and Sour, Triple Sec, Grenadine, Midori, Lime Juice and Cranberry Juice
 - ☒ b) Vodka, Whiskey, Gin, Bourbon, Rum and Tequila
 - c) Chardonnay, Cabernet Sauvignon, Champagne, Merlot, Sauvignon Blanc, Zinfandel
 - d) Kahlua, Vodka, Frangelico, Gin, Tequila, Spiced Rum
- 3) You can accept an expired ID as long as all other information is correct.
 - a) True
 - ☒ b) False
- 4) If someone has had too much to drink, serving them coffee will help sober them up.
 - a) True
 - ☒ b) False
- 5) What are the acceptable forms of ID for Alcohol Consumption?
 - a) State or Government Issued ID Card or Drivers License
 - b) Passport or Passport ID Card (as long as it lists the person's date of birth)
 - c) School ID or Birth Certificate
 - ☒ d) A & B
 - e) A, B & C
- 6) If there is no shaker tin available to scoop ice for a drink, it is okay to use a glass.
 - a) True
 - ☒ b) False

Vocabulary (9 points)

Match the word to its definition

- ☒ C "Straight Up"
- ☒ F Shaker Tin
- ☒ i "Neat"
- ☒ a Muddler
- ☒ b Strainer
- ☒ e Jigger
- ☒ g Bar Mat
- ☒ d "Float"
- ☒ h "Back"

- a.) Used to crush fruits and herbs for craft cocktail making
- ☒ b.) Used with the Shaker Tin to prevent solid material from entering a cocktail glass when poured
- c.) To serve chilled liquor in a chilled stemmed cocktail glass with no ice
- ☒ d.) To pour 1/2 oz of a liquor on top
- ☒ e.) Used to measure the alcohol and mixer for a drink
- ☒ f.) Used to mix cocktails along with a pint glass and ice
- ☒ g.) Used on the bar top to gather spills
- h.) Requesting a separate glass of another drink
- ☒ i.) Means to serve spirit room temperature in a rocks glass with no ice

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