

# Anna McGee

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**Nationality:** Irish | **D.O.B:** 31/12/1987

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## IT SKILLS

- Microsoft Office
- Oracle Database
- Adobe Photoshop
- Coral Draw
- Adobe Illustrator
- Adobe Dreamweaver
- Final Cut Pro
- Pro Tools

## EDUCATION

### 2006 – 2010 | Dundalk Institute of Technology

- B.A. – Communications in Creative Multimedia

**Major subjects:** Illustration, Graphic Design, Video Production, Web Authoring, Photography

### 2010 – 2013 | Arklow Further Education Centre

- FETAC Level 4 Art and Design Portfolio

### Gorey Community School

- Introduction to Web Authoring

### 2000 – 2006 | St. Mary's College Arklow

- Leaving Certificate Examination
- ECDL

## WORK EXPERIENCE

### Arvato Financial Solutions

**November 2013 – Present**

#### **Position: Clerical Administrator**

Working as a part of a large team of people (65 – 70) in a busy office environment in a public sector role

- Responsible for general administration duties such as;
- Data Entry – Client accounts using Oracle Software
- Mailroom and Library duties
- Archiving documents as required and circulating as directed
- Training new staff
- Filtering through and differentiating various categories within files
- Resolving issues and finding information which is incorrect or omitted
- Working towards daily targets
- Keeping records and tracking files in a highly organised and precise fashion

**Gaiety Cinema Group****May 2008 – Present****Position: Assistant / Duty Manager**

Working as part of a team of 30 people in a busy local cinema, seating over 1000 patrons.

Responsible for;

- Opening and closing of premises
- Supervising staff
- Dealing with customer queries and complaints in person and over the phone
- Operating computerised tills and setting up and supervision of projection equipment
- Handling cash and balancing end of day takings accurately
- Being generally helpful and assisting customers in friendly manner

**SignHere.ie****October 2011 – July 2012****Position: Internship ‘Graphic Artist’**

- Artwork; designing layouts for both print and online use
- Proofing and general order processing
- Modifying websites and managing email hosting accounts
- Operating many machines including Rip Software and wide format latex printer
- Answering phones
- Corresponding with clients
- General administration
- Secretarial duties
- Ad Hoc tasks

**Matthew McGee Plant Hire****September 2006 – June 2007****Position: Secretary**

- Dealing with client
- Organising excavations and making necessary arrangements
- Filing
- Creating invoices
- Typing and chasing accounts
- Some onsite work

**Tesco****April 2005 – September 2005****Position: Cashier**

- Customer service
- Accurate attention to detail of all transactions
- Checking float
- Balancing end of day takings

**SKILL SET**

- Strong organizational with administration skills
- Effective communication skills and customer service experience
- Proven ability to work independently or equally as part of a team
- Ability to adhere to deadlines and targets
- Ability to communicate effectively by phone and e-mail
- Capable of being entrusted with confidential information
- Ability to cultivate an environment focused on customer / client satisfaction
- Good analytical and problem solving skills

**INTERESTS**

- Music
- Painting
- Drawing
- Sculpture
- Digital Arts
- Films
- Gardening
- Travelling

## **REFERENCES**

*Available on request.*