# Justin Case

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## Education

2020 to date Maynooth University, Maynooth, Co.Kildare.

**B.Soc.Sc. Community & Youth Work**

*Expected Result: 2.1 Honours*

##### Skills

**Administration**

* Financial awareness ensuring surplus for end of year accounts
* Relevant research prior to commencement of project

**Organisation**

* Planned activities to ensure that targets and deadlines are successfully met
* Experience multi-tasking and working on own initiative in a variety of settings

**Research**

* Accessed and reviewed archives
* Interviewed representatives of relevant organisations
* Attempted to source primary materials relating to topic
* Ensured best value regarding costs for self and client

**Team working**

* Constant team-working to ensure efficient workings of projects
* Liaised with other professions at various stages of project

##### Relevant Experience

Summer 2023 InSync Youth and Family Services, Naas, Co Kildare

**Support worker**

* Desing and implement programme of activities for different groups of teenagers using the service
* Scheduled daily and weekly sporting activities for teenagers
* Co-ordinated with staff and parents to ensure appropriate supports in place to facilitate inclusion of neurodivergent children attending.

Summer 2022 IT Services, Maynooth University, Maynooth, Co. Kildare.

**Administrative Assistant**

* Dealt with online queries from the public, checked deliveries and maintained records
* Arranged delivery/collection for courier service as required and maintained appropriate responsibility for stationery stores/supplies, photocopying and scanning.
* Used MU IT Services CRM to respond efficiently to all queries.
* Solution focused approach to client queries and complaints, responding in a timely manner, meeting specified response targets.

##### Part-Time Employment

2019 to date Gifts & Things, Maynooth, Co. Kildare

(Weekends) **Sales Assistant**

* Advise customers on a wide range of products, promoting key products as required
* Respond effectively to customer questions and complaints ensuring a positive customer experience
* Arrange delivery of stock to and from the store
* Train in new staff, continually provide guidance and support as needed during the onboarding process
* Strong attention to detail when conducting end of day cashing up

#### Other Qualifications | Training

* Full Driver’s License
* First Aid Responder Certified (2023)
* Emergency Rescue Care Level 3
* TUSLA Introduction to Children First 2018
* NYCI Child Protection Awareness Programme 2018

**Interests and Activities**

***University:* 3rd Year Community & Youth Work Class Representative (2023 –to date)**

* Attended Union Council and raising any issues of concern to the class
* Reported on Union Council to the class
* Raised any issues that needed attention with the department

# PRO, MU Environment Society, Maynooth University (2022-2023)

* Designed and shared advertising for society events
* Increased awareness of the society on campus
* Operated Society Stand on MU Clubs & Societies Fairs Day

# *Professional* Member – Any Relevant Professional Body

* Attended online Information Session on current issues in….

###### Community: Volunteer Maynooth Tidy Towns Committee (2019 to date)

* Participate in Tidy Town activities
* Co-ordinate rota of weekly activities ensuring all areas covered and yearly schedule adherence.
* Liaise with other community groups to facilitate collaboration and shared vision for the community.

###### Sports: Player Member/ PR Assistant, Sometown GAA Club (2019 to date)

* Represent club competitively at county level and national level
* Instruct junior members and coach juvenile player camps
* Promote club activities on Club Social Media accounts

##### Other Achievements

***President’s Award – Silver (2019)***

* Presented with this award for personal achievement in the areas of physical recreation, community involvement, personal skill and adventure project

##### Referees

Dr Ellen O’Flynn Mr John Smith

**Lecturer Manager**

##### Department of Applied Social Studies Foroige

Maynooth University Maynooth

Maynooth Co Kildare

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