# Justin Case

 *Term Address*: 29 Hill Street, Leixlip, Co.Kildare.

email: justincase@gmail.com / Justin.Case@mumail.ie

*Home Address:* 20 Good Street, Sometown, Co. Cork.

087 1223444 / (021) 123 456

## Education

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

 **B.A. (Honours) Geography and History**

 *Expected Result: 2.1 Honours*

 Additional First Year Subject: French

##### 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

##### Vacation Employment

Summer 2021 Camp Wapalanne,, New Jersey, USA

 **Camp Counsellor (Additional Needs)**

* Conferred with other counselors to plan programs designed to promote physical and social development of teenagers with additional needs
* Planned weekly curriculum, prepared lesson outlines and instructed campers in reading skills
* Scheduled weekly sporting activities in association with instructors
* Co-supervised cabin of twelve 10 – 14 year olds

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

 **Clerical 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, photo-copying and binding
* Typed letters and reports and managed reception
* Input and retrieved data and handled filing duties
* Sorted and distributed incoming mail
* Collected outward post, stamped and delivered to post office

##### Part-Time Employment

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

(Weekends) **Sales Assistant**

* Responsible for general upkeep and appearance of premises
* Advise customers on a wide range of products
* Arrange delivery of stock to and from the store
* Train in new staff
* Responsible for cashing-up at end of day

#### Other Qualifications

* T.E.F.L. qualification (RSA)
* Completed First Aid course (2021)

**Interests and Activities**

***University:* 3rd Year Geography Class Representative (2022 –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 raising with the department

#  PRO, Geography Society, Maynooth University (2022-2023)

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

#  Member – Geographical Society, Maynooth University (2019 to date)

* Attended Society meetings and events
* Volunteered to operate Society Stand on Maynooth University Clubs & Societies Day

###### 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 Physics Gifts & Things

Maynooth University Maynooth

Maynooth Co Kildare

Co. Kildare Tel: 01 - 6292049

Tel: 01 708 2163 Email: jsymth@giftsandthings.ie

Email: ellen.oflynn@mu.ie