**Curriculum Vitae**

**Sarah Mullen**

Castletown,

Mountrath,

Portlaoise,

Co. Laois

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Date of birth: 07/11/1986

**Work experiences:**

**Ardmore House B&B March 01’- Sept 01’**

**Hillside Lodge B&B March 06’- Sept 06’**

Position: Uphouse

* Waitressing.
* Cleaning rooms/Laundry.
* Dealing with visitors.

**Childcare:**

**Catriona Nazri Sept 01’- Sept 08’**

 **June 13’ – Sept 13’**

**Orla Baylis Jan 09’- Oct 10’**

Posistion: Nanny/childminder

* Minding children in their own home.
* Collecting kids from schools,playschool etc.
* Cooking, cleaning & maintaining the home.

**Letterfrack National School Sept 12’ – May 13’**

Position: Classroom Assistant

* Preparing the physical environment of the classroom for lessons
* Ensuring that teaching materials are ready for use
* Helping teachers to plan lessons
* Listening to children read out loud
* Teaching children techniques which will help them to improve their reading
* Reading out loud to children
* Helping children who have learning difficulties to complete tasks
* Taking notes for children who have difficulty keeping up with the pace of the class
* Helping children make displays and putting these displays up around the classroom
* Taking charge of group activities and making sure all students are involved
* Taking charge of children who have problems or have had an accident
* Providing general encouragement for all the children in the class
* Taking extra time to explain the teaching material to children who have not understood it the first time
* Helping teachers to assess the work and providing feedback to the children
* Planning sports days and extra-curricular activities
* Taking charge of these activities on the day
* Keeping parents informed of the progress of their children and listening to any queries
* Keeping classroom records and notes about the progress of all the children

**Doctors Surgery May 10’**

Position: Receptionist

* Schedule and confirm patient diagnostic appointments, surgeries and medical consultations.
* Compile and record medical charts, reports, and correspondence, using typewriter or personal computer.
* Answer telephones, and direct calls to appropriate staff.
* Receive and route messages and documents such as laboratory results to appropriate staff.
* Greet visitors, ascertain purpose of visit, and direct them to appropriate staff.
* Interview patients in order to complete documents, case histories, and forms such as intake and insurance forms.

**Education Details:**

**Clifden Community School Sept 99’ – June 05’**

Junior Certificate 2002

Leaving Certificate 2005

**Youthreach Letterfrack Sept 05’ – May 08’**

FETAC Award in Childcare

**VTOS Sept 09’-May 11’**

FETAC Award in Business Studies

**Skills:**

* I have a very bubbly & happy personality.
* I have a “can do attitude” and try to maintain positive thinking in all situations.
* I am a self motivator and strive tgo suceed in both my personal and professional life.
* I work well on my own initiative or as part of a team.
* I am very flexible and can easily adapt to the unexpected.
* I have excellent communication skills and I am very much customer focused.
* I have the ability to plan and prioritize work and have excellent problem solving skills.

**Hobbies:**

I enjoy socializing,exercising,meeting new people,creating new goals and challenging myself. I also love to sing and dance.

**References available on Request**