**Curriculum Vitae – Abigail Causer**

**Date of Birth**: 18th April 1999 (18 years)

**Address:** Flat 2

44 High st

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**Profile:** I have recently relocated from Ireland to England to study at University. I initially started a (Bsc) Adult Nursing course for one year and then changed to a (Bsc) in Early childhood studies. I decided that these particular courses were not for me and decided to change my career path. I am currently working as one of the duty managers at a very popular and vibrant Mexican restaurant in Canterbury called Café Des Amis.

**Work Experience:**

**Waitressing:**

I have previous work experience in Waitressing (3 years) in a hotel setting which involved weddings (I was in charge of the top table often), bar work, restaurant work and various types of different functions.

**Duty Manager:**

I also have waitressing experience in a very busy and popular Mexican restaurant where I currently work. I started off as a waitress and then progressed on to be a duty manager. The role of duty manager involved running a steady shift, dealing with any problems, taking bookings, doing cash up, responding to emails, stock take and various other roles.

I also have experience in assisting in Hospital Clinics, Placement in a GP surgery, Helping out in Equestrian Stables, Work experience in a Psychiatric Hospital in Dublin and assisting in a Primary School.

**Personal**

**Skills:** I am friendly, caring and personable and have good communication skills. I am able to work on my own and also work well as part of a team. I can carry out instructions and will do what is asked of me and work well in a pressurised busy environment. I am punctual and conscientious in my work.

**Education:** My education was completed in Ireland and I achieved the following qualifications:

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| --- | --- | --- |
| **Leaving Certificate - 2017** | | |
| **Subject** | **Level** | **Pass/Grade** |
| English | Higher | Pass 4 |
| Irish Language (Gaeilge) | Higher | Pass 3 |
| Mathematics | Ordinary | Pass 4 |
| German | Higher | Pass 5 |
| Biology | Ordinary | Pass 3 |
| Music | Higher | Pass 3 |

|  |  |  |
| --- | --- | --- |
| **Junior Certificate - 2014** | | |
| **Subject** | **Level** | **Pass/Grade** |
| English | Higher | Pass D |
| Irish Language (Gaeilge) | Higher | Pass B |
| Mathematics | Ordinary | Pass B |
| German | Higher | Pass C |
| Science | Higher | Pass B |
| Music | Higher | Pass B |
| History | Higher | Pass B |
| Geography | Higher | Pass C |
| Religious Education | Higher | Pass B |
| Woodwork | Higher | Pass B |

**Other Achievements in the last 5 years:**

I have completed and passed with distinction national examinations in Piano and Ballet. Have won a number of awards for horse riding including jumping and dressage events. I have won lots of team medals for sport. I was awarded a Senior Merit Award from the Local Enterprise Office for Business and went on to represent my school in the final. I was also selected as a mentor/leader to help incoming first years transition from Primary into my Secondary school and I was awarded a medal for assisting with projects and helping people in my local community.

**Interests:** I enjoy horse riding, drama, music and play the guitar and piano

**References:**

**Previous Employment – Part Time, Waitress, County Arms Hotel from 2014 – 2017**

**Employer:** Conor Loughnane, Proprietor and Manager, County Arms Hotel, Birr, Ireland

**Telephone:** 00353 86 8602118 (mobile)

**Current Employment- Café Des Amis**

**Employer:** John Russell

I can provide other references if you should require them.

If you would like me to provide any additional information, please do not hesitate to contact me.

I am available if required to start immediately.