
Curriculum

Vitae

Thomas 

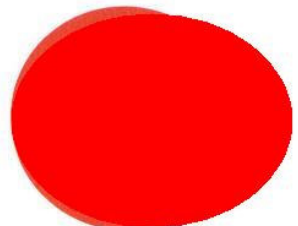
18th April 2005
18^ú Aibreán 2005

Personal Details / Sonraí Pearsanta

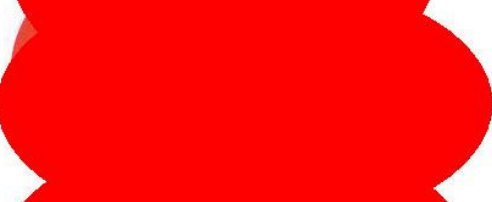
Name
Ainm



Date of Birth
Dáta breithe



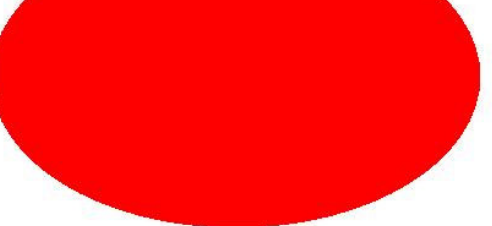
Home Address



Nationality
Náisiúntacht

Irish
Éireannach

Seoladh Baile



Telephone
Guthán



E-mail
Ríomhphost



Employment Experience / *Taithí Fhostaíochta*

- **Aug 2004 → Present**

Post Office Administrator

- Duties**
- Correspond with clients
 - Compile Invoices
 - Sort Documents
 - Compose documents and spreadsheets
 - Input Data
 - Provide IT Support
 - Dictaphone Typing

- **Lún 2004 → An tAm i láthair**

Post Riarthóir Oifige

- Freagrachtaí**
- Comhfhreagas a dhéanamh le cliaint
 - Sonraise a thiomsú
 - Doiciméid a shórtáil
 - Doiciméid agus scarbhileoga a chumadh
 - Sonraí a iontráil
 - Tacaíocht theicneolaíochta eolais a sholáthar
 - Clóscríbhneoireacht dheachtafóin

- **?th Nov 2003 → 1st Jan 2004**

Post Sales Advisor

- Duties**
- Approach & Assist Customers
 - Sort & Arrange Stock
 - Tidy Up

- **?^ú Smh 2004 → 1st Ean 2004**

Post Comhairleoir Díolacháin

- Freagrachtaí**
- Druid le custaiméirí agus cuidiú leo
 - Stoc a shortáil agus a chruthú
 - Glan suas

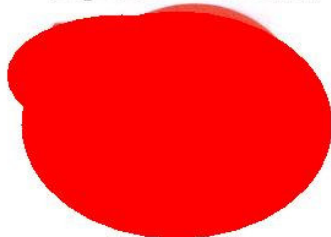
Education / Oideachas

Primary Education

Sep 1991 → Jun 1994

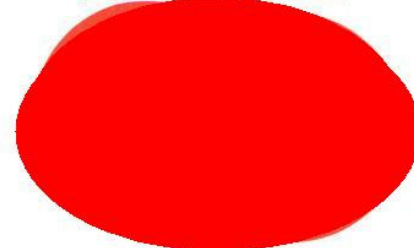


Sep 1994 → Jun 1999



Secondary Education

Sep 1999 → Jan 2004



Oideachas Bunscoile

Sep 1991 → Jun 1994



Sep 1994 → Jun 1999



Oideachas Meánscoile

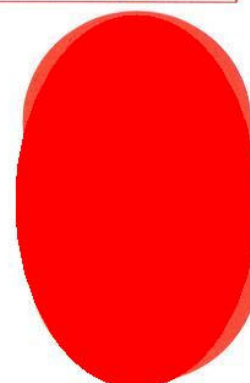
Sep 1999 → Jan 2004



Junior Certificate / An Teastas Sóisearach (2002)

Irish / Gaeilge
English / Béarla
Mathematics / Matamaitic
History / Stair
Geography / Tíreolaíocht
German / Gearmáinis
Science / Eolaíocht
Metalwork / Míoltóireacht
Civic, Social & Political Education
Oideachas Saorántachta, Sóisialta & Polaitiúil

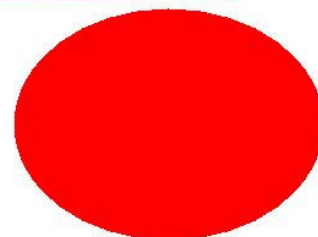
Higher / Ard
Higher / Ard
Higher / Ard
Higher / Ard
Higher / Ard
Ordinary / Gnáth
Higher / Gnáth
Higher / Gnáth
Common
Comónta



Leaving Certificate / An Ardeist (2004)

Irish / Gaeilge
English / Béarla
Mathematics / Matamaitic
Physics / An Fhisic
Chemistry / An Cheimic
Business / Gnó

Higher / Ard
Ordinary / Gnáth
Ordinary / Gnáth
Ordinary / Gnáth
Higher / Ard
Ordinary / Gnáth



Miscellaneous Information / Eolas Ilghnéitheach

- I have extensive knowledge and expertise of computer hardware, software, and computer programming; though at present I have no qualifications. I have professionally fixed, set-up, and configured clients' computers.
Tá eolas fairsing agus saineolas fairsing agam ar chrua-earraí ríomhaire, ar bhogearraí agus ar ríomhchlárú; cé faoi láthair nach bhfuil cáilíochtaí agam. Dheisigh mé ríomhairí cliant.
- I type at an average of 81 wpm.
Clóscríobhaim ag meán 81 fhocal sa nóiméad.
- I hold a Full Driving License in categories **B**: Cars, **M**: Mopeds and **W**: Work Vehicles. I hold a Provisional License in category **A1**: Motorcycles. Neither license bears any endorsements, penalty points, nor restrictions.
Sealbhaím Láncheadúnas Tiomána in earnálacha **B**: Gluaisteáin, **M**: Móipéidí agus **W**: Feithiclí Oibre. Sealbhaím Ceadúnas Sealadach in earnáil **A1**: Gluaisrothair. Níl aon fhorghuineacháin, nó aon srianta, nó aon phointí pionósacha ag an dá acu.
- I'm a musician. I'm playing the guitar now for 8 years; I've extensive knowledge of music theory, including reading and writing music scores.
Is ceoltóir mé. Táim ag seinnt an ghítair anois le hocht mbliana; tá eolas fairsing agam ar theoric cheoil, lena n-áirítear léamh agus scríobh scórtha ceoil.
- I'm a fluent speaker of Irish.
Is gaeilgeoir mé!