**Marie Doherty**

[**mariegdoherty@gmail.com**](mailto:mariegdoherty@gmail.com)

Contact Number 01046573764

**PROFILE**

I’m currently working in South Korea, where I’m really enjoying teaching English to children.

Also experiencing a wonderful Korean Culture.

Successfully completed FETAC Level 5 -Assisting Children with Special Needs Course in 2010.

**Educational and Professional Qualifications**

**Ongoing** Part Qualified Financial Accountant (ACCA). Currently exempt from 8 examinations resulting in having 6 exams left to complete.

**2010** FETAC Level 5 in Assisting Children with Special Needs

**2007** Bachelor in Business Studies - Accounting (Honors) – Galway Mayo Institute of Technology

**2003** Leaving Certificate – St Brendan’s College, Belmullet, Co. Mayo

**PROFESSIONAL EXPERIENCE**

**November 2011- Current Avalon English School,Siheung,South Korea.**

**English Teacher**

* Teaching Students from ages 9-15 years old, Elementary and Middle School Students.
* Making class as fun as possible for Elementary students and helping them with their spoken English.
* Testing students on their English Vocabulary and what they have learnt in class.
* Ensuring that they understand the English language and feel comfortable speaking and writing in English.
* Teaching Speaking,Writing and Listening classes to Middle School students.

**August 2010 – February 2011**   **Michael O’Grady & Co, Kinvara, Co. Galway**

**Accounts Assistant (Maternity Cover)**

* Preparation of Financial Statements for audit & non audit companies, sole traders & partnerships to review stage.
* Management of client bookkeeping requirements including preparation of VAT, PAYE & RCT returns by the required filing date.
* Ensuring reporting deadlines are met and the output of information is timely, reliable and informative.
* Front office duties including communicating with clients, answering the telephone and emails.

**Mar 2009 – July 2010**  **Joyces 365, Knocknacarra,Shangort Road**

**Knocknacarra, Galway**

**Office Manager**

* Maintaining an efficient office working environment.
* Ensuring adequate profit margins were maintained on all products and presenting reports to management on a weekly basis
* Liaising with customers and suppliers in relation to obtaining information and responding to queries.
* Verifying and checking data as well as obtaining information for incorrect or incomplete documents.

**Nov 2008 – Mar 2009 New Look, Knocknacarra, Galway**

**Sales Assistant**

* Dealing with Customers

**Sept 2007 – June 2008**  **Michael O’Mahony& Co, Cloonacauneen**

**Clare Galway, Co. Galway.**

**Trainee Accountant**

* Preparation of Financial Statements for audit & non audit companies, sole traders & partnerships to review stage.
* Preparation of VAT, PAYE returns by the required filing date.

**Skills**

* **Communication Skills:** Verbal and written communication skills enhanced by interaction with clients, working as part of a team and presentations to team leaders and senior management.
* **Languages:** English is my native language, I have a general background of Irish and a basic level of French.
* **Technology:** Excellent working knowledge of a number of accounting packages. Good working knowledge gained though the previous work experience of IT systems, including Microsoft Office, used on daily basis within an organisation.

**ACHIEVEMENTS**

* Full Clean Driving License
* The Junior Achievement award 2007 – Teaching Business Studies to primary school pupils.
* Winner of many athletic and Gaelic Football medals at local and county level.
* Successful completion for a FETAC Level 5 Assisting Children with Special Needs

**Referees available on request**