# *Curriculum Vitae*

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# *Education*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **From** | **TO** | **School/College/University** | **Subject(s)** | **Grade(s)** |
|  |  |  |  |  |
| **1993** | **1998** | **Glenlola Collegiate** | **Maths** | **B** |
|  |  | **Bangor** | **English** | **C** |
|  |  |  | **English Literature** | **C** |
|  |  |  | **French** | **C** |
|  |  |  | **Double Award Science** | **C,C** |
|  |  |  |  |  |
| **1998** | **2000** | **S.E.R.C** | **GNVQ3 Advanced in Business** | **Merit** |
|  |  | **Bangor** | **Studies** | **Overall** |
|  |  |  |  |  |
| **2000** | **2003** | **University of Abertay -** | **Accountancy and Finance** | **BA** |
|  |  | **Dundee** |  | **Degree** |
|  |  |  |  |  |
| **2010** | **2011** | **S.E.R.C** | **NVQ2 in Beauty Therapy** | **Achieved** |
|  |  | **Bangor** |  |  |

# *Employment*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **From** | **To** | **Employer** | **Job Description** | **Reason for Leaving** |
|  |  |  |  |  |
| **2008** | **30/12/2011** | **N.I. Civil Service** | **Administrative Officer** | **wanted something** |
|  |  | **Belfast** | **Maintaining computerised** | **different** |
|  |  |  | **accounts** |  |
|  |  |  | **General Admin duties- filing,** |  |
|  |  |  | **faxing, photocopying,** |  |
|  |  |  | **answering phones and talking** |  |
|  |  |  | **to the public** |  |
|  |  |  |  |  |
| **2006** | **2008** | **N.I. Water Service** | **Call Centre Advisor** | **wanted more** |
|  |  | **Belfast** | **Working Computerised** | **responsibility** |
|  |  |  | **records** |  |
|  |  |  | **Speaking to the public and** |  |
|  |  |  | **contractors** |  |
|  |  |  |  |  |
| **2005** | **2006** | **Phoenix Gas** | **Billing Support** | **better working** |
|  |  | **Holywood** | **Talking to public** | **conditions** |
|  |  |  | **Handling domestic incentives** |  |
|  |  |  | **Dealing with other Depts.** |  |
|  |  |  | **General Admin work** |  |
|  |  |  |  |  |
| **2004** | **2005** | **Child Benefit** | **Revenue Officer** | **only on a temporary** |
|  |  | **Belfast** | **Maintaining Computerised** | **contract** |
|  |  |  | **accounts** |  |
|  |  |  | **talking to the public** |  |
|  |  |  | **General Admin duties** |  |
|  |  |  |  |  |
| **2003** | **2004** | **Dundonald High School** | **Classroom Assistant** | **only temporary** |
|  |  | **Belfast** | **Helping teachers and students** |  |
|  |  |  | **prepare for lessons** |  |
|  |  |  | **escorting pupils to classes** |  |
|  |  |  | **General Admin duties** |  |

# *Hobbies/Interests*

Horse-riding, Reading, Music, Sketching/Drawing, Learning about other cultures and

Their histories

# *Personal Statement*

I have been working in an office environment for over 7 years now, and have done a variety of jobs and tasks. When it comes to work, I am flexible and can pick up new skills quickly. I also get along well with other members of staff, and can work as part of a team or on my own. I am also available to help as and when needed, and can take on new jobs with confidence and with little assistance.

I have worked as a classroom assistant helping children with learning/behavioural problems, and aided the teachers with their lessons. I got along well with the children and found it easy to connect and talk with them in order to help them.

I also come from a teaching family as my mother was a Maths teacher in a high school for over 30 years, so I know about class schedules and lesson structures, and have been around schools most of my life, either as a student, as an employee, or the daughter of an employee.

I’ve also done presentations during my education in grammar school and college, and found it easy to communicate with the others in the class and get my point across. When it comes to my work, I love to think of new ways to get the information communicated easily so that it can be understood and remembered. I’m enthusiastic about working with people or kids and really feel that both sides (them and me) can learn a lot.

# *Referees*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | Louise Harvey |  | Name | Maurice McIntosh |
| Position | N.I.W Manager |  | Position | H & W board member |
| Address | Capital House |  | Address | Orby Gardens |
|  | Upper Queen Street |  |  | Belfast |
|  | Belfast |  |  |  |
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