

Bernie O Sullivan

Tel No : +353 83 1118281

Email : bernieosullivan2000@yahoo.co.uk

Address : 1 High Street, Tralee, Co. Kerry, Ireland

Profile

I am a highly motivated individual with a strong work ethic and a friendly approach.
I am an excellent team player with well-developed interpersonal and communication skills. I am also extremely efficient at working alone and using my initiative.
I am well organised with strong attention to detail and am extremely adaptable and discreet in the workplace.

Career History

Company: B Safe Training	
Position: Administrator	

- Telephone duties
- Scanning and photocopying
- Processing paperwork
- Organising course cards
- Inputting photographs and applications

Company: Leaside Veterinary Clinic	
Position: Veterinary Nurse	

- Admin/Reception duties
- Dealing with customer queries
- Pre and post op patient tasks
- Admitting new and existing clients and patients
- Assisting with surgeries
- Advising clients on shop products/medications

Company: FRS	
Position: Admin	

- Answering telephone calls
- Liaising with clients
- Arranging and re-arranging 1 day training programs
- Printing and posting out confirmation letters

Education and Training

Course	School/Institution	Year
Bachelor of Science in Veterinary Nursing	Athlone Institute of Technology	2012
Practical in Veterinary Nursing	Gurteen Agricultural College	2012
Customer Service & Care	City & Guilds	2003
TEFL	TEFL Academy	2019

Additional Information

I spent 6 weeks in Vietnam training to be an English teacher.
I did some practical classes in the school with children and youths of various ages.
I thoroughly enjoyed my time there, meeting new people and gaining new experiences.
I have also previously volunteered for after school sport and academic clubs.

Personal interests

- Farming
- Literature
- Walks
- Puzzles
- Pet sitting

References

Garry Walsh
Veterinary Surgeon
(066) 7123291

Mary Blennerhassett
Owner of B Safe Training
0872725269

