

Ciara Burke

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Writing Portfolio : <http://ciarajburke.weebly.com>

Personal Profile

Ambitious and dynamic, literature post-graduate with excellent communication skills and proven record in customer service, looking for challenging and rewarding work in Brighton City.

Employment History

2010 – 2011 **Pell & Bales**

Charity Telephone Fund-raiser

- Interacting with supporters of the company's charity clientèle via telephone to encourage new donations and changes to existing direct debit giving.
- Providing information to members about current campaigns, as well as updating and thanking them for projects they have already supported.
- Liaising with the Charities on changes to member files, updating their database and providing feedback from the supporters.

2009 – 2010 **Homebase**

Showroom Advisor

- Direct selling furniture, conservatories, bathroom and kitchen accessories to visitors to the Homebase showroom using display props and catalogues.
- Booking and facilitating appointments for CAD kitchen and conservatory design with Consultant.

2007 – 2008 **Meath County Council**

Higher Education Grants Admin.

- Receiving, recording, assessing and advising on applications for Higher Education Grants in the department of Corporate Services.
- Database work on new entries and amendments to the Register of Electors.

2007 – 2008 **Kells Credit Union**

Teller

- Working on counter interacting with members of the building society to handle cash and cheque withdrawal and lodgement transactions, as well as member queries.
- Administering small loans, and facilitating loan applications of larger sums for the Board.

Education and Qualifications

Third Level

- 2010 – 2011 M.A. Literature & Philosophy, University of Sussex Award Pending
- 2005 – 2009 B.A. English, Media & Cultural Studies, IADT First Class Hons.

Computing

- Completed ECDL in 2005. Modules included Word, Excel, Power point and Internet Driving.

Other Skills

- Individually running and maintaining a well read blog on the Irish Alternative Music Industry at <http://likeadrummer.wordpress.com>
- Contribute articles and reviews to Independent Music Magazine 'Drunkenwerewolf' based in Bristol.
- Chosen to be a judging panel member in the Irish Digital Socket Awards in 2011 as a result of blogging success in the area.
- Contribute poetry and fiction as well as editing and feedback at literary magazine 'Minus 9 Squared', both online and in print.
- Involved in University Radio as a presenter on “Two Minutes Hate” and the Sussex University paper, 'The Badger' as a writer for the film section.

Interests

- Writing in the Arts, primarily film and music.
- Documentaries and Current Affairs.
- Photography, sketching, design.
- Socialising and Networking.

References

Letters and contact details for references in all previous positions available at your request. Can also provide recommendations via email and telephone.