**Monica Cully**

Rhode

Co. Offaly

**Tel**: 0871687271/ 0469737960

**Email:** moncully62@gmail.com

**Personal Statement**

I am an experienced and versatile individual whom has spent a number of years working within administration, care in the community and childcare services. Over the years I have continually challenged myself to take on new skills and experiences and have become comfortable working with IT systems. I work well on my own initiative, but am equally effective as part of a team. I am reliable, honest and an excellent timekeeper. I am now seeking to secure a new opportunity that will continue to challenge and develop my skills and capabilities.

**Education & Training**

**National Learning Network Sept 2009 – 2010**

Fresh Start Course

**FETAC Level 5 Reception Course 2010**

**Moate Business College 2003 - 2004**

BTEC Diploma Social Studies

FETAC Level 5 Community Care Certificate

Childcare Qualification

**FAS, Tullamore, Co. Offaly**

Computerised Office Systems

City & Guilds Sage Accounts

Microsoft PowerPoint and Access

**NUI Maynooth, Co. Kildare 2002 – 2003**

Foundation Certificate in Counseling Skills

**VTOS, Edenderry, Co. Offaly 2002**

Communications/ Math’s & English/ ECDL/ Basic First Aid

**Leaving Certificate English 1999**

**Foundation Psychology 1998**

**Work History**

2015

cleaner in londis offices and warehouse.

Johntown Naas.

Kildare

**Part Time Childminder 2014**

**Duties:**

* Looking after one child in the Daingean area
* Preparation of meals and snacks
* Ensuring the environment is safe
* Organising activities for the child in my care
* Ensuring any specific child needs and requirements are taken care off

**Liam Quinn, Offaly County Councillor 2009 – 2014**

**Position:** Volunteer Office Worker

**Duties:**

* General administration & paperwork as required
* Working under direction of Mr Quinn ensuring that all requests and activities are dealt with in a timely and efficient manner

**Community Care Worker 2006 – 2013**

**Duties:**

* Over a period of 7 years I have actively been involved in caring for the elderly and terminally ill in my local community
* The role would involve assisting individuals with their day to day needs – cleaning, personal hygiene, shopping and preparing meals
* The main aim of the role is to try to assist individuals retain their dignity and remain in their own homes for as long as possible

**Cloud Nine Crèche, Mullingar 2004 – 2005**

**Position:** Childcare Worker

**Duties:**

* Working with children from ages three moths to four years
* Providing highest level of childcare - preparing meals and overseeing activities
* Dealing with and communicating parents over the day to day needs of their children

**Irish Wheelchair Association, Mullingar 2003**

**Position**: Personal Assistant (Part Time)

**Duties:**

* Providing one to one care to my client who was a wheelchair user
* Ensuring his personal needs were looked after and that whilst in my care he was safe and secure
* Accompany my client on social outings
* In this role I successfully learned manual handling skills

**Direct Cleaning Services, Mullingar 2002 - 2002**

**Position:** Cleaner

**Duties:**

* Industrial cleaning to both Dunne’s Stores supermarket in Mullingar
* Ensuring the premises was cleaned in line with client requirements

**Kens Chinese Restaurant, Mullingar 2000 – 2001**

**Position**: Kitchen Porter

**Duties:**

* Maintenance of all cooking equipment
* Preparation of foods and surfaces
* Checking deliveries & stock control
* Storing food in safe and hygienic manner

**Caesar’s Restaurant, Edenderry 1999 – 2000**

**Position:** Chefs Assistant

**Duties:**

* Food preparation and cooking
* Organising and preparing menus
* Checking deliveries and storing food in safe and hygienic way
* Stock control

**Bridge House, Rochefortbridge, Co. Westmeath 1998 - 1999**

**Position:** Kitchen Assistant

**Duties:**

* Duties as above

**Additional Skills**

Manual Handling Skills Training

IT Literate

Telephone Counselor for the Miscarriage Association

Published Poet

Member of the Community Games Committee

**Hobbies & Interests**

Writing poetry, horse riding, walking, reading, music and GAA Sports

**References available on request**