**CURRICULUM VITAE**

**Name**  Marie Doogan

**Address**  Drumbo Coolderry

 Carrickmacross

Co. Monaghan

**Telephone** 0870659183

**E-Mail**  mariedoogan1@hotmail.com

**Date Of Birth**  20/11/1976

**Education & Training**

**2008 Accounting Technician (FETAC Level 5)**

 FAS Dundalk Co. Louth.

**2008 Computerised Payroll and Accounts (FETAC Level 5)**

 **FAS Dundalk, Co. Louth**

 **Modules :**

Bookkeeping

 Coputerised Accounts

 Computerised Payroll

 Payroll

**1994 Leaving Certificate**

Inver College Carrickmacross, Co. Monaghan.

**Employment History**

**2010**  **Greenmount Restaurant**

 Main St. Carrickmacross, Co. Monaghan.

**Position Waitress**

**Duties:** Taking customer orders

 Responsible for upkeep and cleanliness of work area

**2002-2004 Maggie May’s Bar**

 New York City, USA.

**Position Bar/Waitress Manager**

**Duties:** Ensuring the smooth running of busy bar & restaurant which involved:

 Meeting and greeting of customers

 Taking food & drink orders

 Dealing with customer complaints

Cashier

 Helping in the organising of events

Responsible for upkeep & cleanliness of premises

Adhering to health & safety regulations

**1999-2002** **Rye valley Foods**

Carrickmacross Co. Monaghan

**Position** **Supervisor**

**Duties** Overseeing day to day running of production line

 Meeting targets and deadlines

 Training of new staff

 Reporting to management

Ensuring health & safety regulations

**Hobbies & Interests**

I have a great interest in all sports especially Football and I have been a member of the Magheracloone Ladies Football Club for 20 years.

**Referees**

Available on request