

Curriculum Vitae

Name: Jessica Flinter

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Personal Profile

I believe efficient, friendly service can be the difference between a good and a bad day for myself, my customers and my team. I strive always to be professional, courteous, friendly and helpful. I achieve this by relying on my professional skills and prior experience; while also learning fast on my feet and being able to improvise to suit different situations or audiences.

WORK EXPERIENCE

Rafting.ie 1st April 2015 - Present

PD Adventure Sport Ltd is split into 3 companies that offer 3 different services. We have 3 full time staff and many part time staff. The company is a like community and requires an all hands on deck attitude from every one for all aspects of the business. Everyone takes responsibility for Sales, Stock control, Invoicing, keeping track of the books, make the customer our top priority. The three different companies are as follows;

Rafting.ie offers Liffey raft trips to the tourism and corporate recreation sector in Dublin. We run 2.5 hour trips on the river Liffey from Lucan to Palmerstown navigating four weirs along the 8 kilometre stretch. Good group control and soft skills are required for this part of the business.

Canoe Centre is a destination shop for beginners to advanced kayakers alike. We sell all things kayaking and canoeing. My role here is mostly as a sales person specialising in Palm Equipment.

Progressive Distribution is a wholesaler for “Palm, Dagger, Waves Sport, Islander, Hou Canoe, Mad River and Cascade Designs (MSR, Seal Line, Platypus and Thermarest). My main role here is dealing with trade companies, invoicing, stock control, book keeping and some accountancy.

Canoeing Ireland (National Governing Body of paddlesports of Ireland) September 2017- January 2018

Canoeing Ireland is the National Governing Body of paddlesports in Ireland. They set out the standards of all training and qualifications alike for the Irish community. My role in this job was mainly admin, answering queries and sending out various certificates.

Kayaking.ie April 2015 - 2016

Responsibilities

- Ensure all boats, paddles, gear is in working order and to hand when clients arrive.
- Deliver safety talk, warm up games and paddle talk on land
- Deliver a kayaking session within a 300m limit that is fun, safe and clients learn something.
- Ensure all gear is put back appropriately to prevent damage.

Accomplishments

I feel I have opened up a new world to a new sport for some people as well as making lifelong memories for others. It's a nice feeling knowing you have made a good difference in someone's life.

Skills used

Organisational skills, Communication, Projecting my voice, Initiative, Creativity, Personal kayaking skills, Client interaction

Reference: Jenny Kilbride +353 86 168 4755

Bord Gais Energy Theatre (Eden Recruitment) November 2015 - March 2016

Responsibilities

- Ensure a high level of customer care is given at all times.
- Ensure tills are kept balanced
- Keep clients safe when exiting and entering auditorium during shows.
- Showing clients to their assigned seats
- Selling programmes
- Selling confectionary
- Bar work

Referee: Fiona Coyle (086) 600 4524

Bartender September 2013 - April 2015

Mcloughlins Bar - Athy, County Kildare - December 2013 to April 2015

Accomplishments

Going home at the end of the night knowing I have helped make each customer have a good night simply by being polite, fast working and professional.

Skills Used

Communication, self efficiency, timekeeping, using initiative, money handling.

Volunteer

Kildare Youth Services - Youth Project Worker April 2017 - May 2017

I have been a volunteer here since I was 18 to present. We run varied activity sessions an example might a hiking. I then facilitate reflection sessions to help the participants assess their strengths, weaknesses and progress, both personally and within the group. In addition to the reflection sessions I help keep track of

Due to this experience I was successful in getting a two month job covering a maternity leave position in Athy Youth Project.

General duties included assess on how each young person was progressing as well as how the group was progressing after each meeting, organising activities, facilitating personal personal development through activities that challenge young people and general housekeeping.

Kildare Youth Services - Athy, County Kildare

Responsibilities

General cleaning, physical fitness, communication, using initiative, being the voice of reason, making sure no bullying etc happens.

Accomplishments

Taking on a group of young people who would otherwise be getting themselves into trouble and showing them that there is way more to life than hanging around in the park. Recently appeared on a local newspaper during a project with a group where we dressed up very fancy in glamorous clothes for 'posh night' and went to see an orchestra. These clothes were bought from a local charity shop to show the members of the group that you do not have to spend a

lot of money on new clothes to look good. Also I have been away on various trips as a youth leader with groups of young people.

Skills Used

Creativity, communication, organisation, leadership skills

Volunteer

Jumping Jellybeans -Athy, County Kildare

Responsibilities

Minding small children who have Autism, helping them to participate in games. Also helping them to interact with other children

Accomplishments

This is an exercise class specifically for children with Autism to help them to have fun while exercising and teaches them to open up to other people. This has definitely been one of my favourite experiences in life so far just seeing these children's faces light up when they've caught the ball or they're playing with their friend or even just talking to you, it's not just a learning experience for them it's also a learning experience for you

Skills Used

Being responsible for a small child, communication, personal fitness, thinking on the spot

Charity Shop Assistant

Gorta - Athy, County Kildare

Responsibilities

Maths, general interaction with customers, shop organisation, general cleaning

Accomplishments

It's always a good feeling to know that you've made some sort of contribution to a worthy charity

Skills Used

Communication, Everyday cleaning, Organisation skills

Education:

Higher National Diploma in Outdoor Adventure Management.

Colaiste Dhulaigh College of Further Education – Coolock Campus, Dublin 17

Irish State Leaving Certificate.

Ardscoil Na Trinoide - Athy, County Kildare

Professional Qualifications:

Level 3 River Instructor - Canoeing Ireland

Flat Water Stand Up Paddle Board Instructor - Canoeing Ireland

Swift Water Rescue (Rescue 3) Recreational - Rescue 3 International

Remote & Wilderness Emergency Care (First Aid) - Somebody

Referees:

Shane Cronin: +353 (1) 626 4363

Progressive Distribution

shane@progressivedistribution.ie

Vicki Guy: +353 1 625 1105

info@canoe.ie

Canoeing Ireland

Rob Coffey: +353 204 4792

rcoffey@cdcfe.com

Colaiste Dhulaigh College of Further Education

Jenny Kilbride: +353 (86) 168 4755

info@kayaking.ie

Kayaking.ie

Steven Fahy: +353 (87) 051 8201

steven.fahy@kys.ie

Kildare Youth Services - Athy, County Kildare

SKILLS

<i>HARD SKILLS</i>	<i>SOFT SKILLS</i>
Level 4 Kayak Skills, Level 2 Kayak Instructor, Level 3 Kayak Instructor (Canoeing Ireland)	Talkative

Sailing: 'Improving Skills' ISA logbook in soft winds.	Creative
Windsurfing: 'Go4it' ISA logbook in soft winds	Friendly
Powerboat Certificate	Outgoing
Safety Boat	
River Safety and Rescue 1+ 2	Approachable
Arts and Crafts	Good Listener
Mountain Skills Award	Communication
Leadership Training	
Child Protection	Adaptable, Quick on my feet.
Bar Work (four years experience)	Non-judgemental
Experience working with groups of young people and adults	Easy-Going
Remote Emergency Care 3	Motivated
Whitewater Rescue Technician. Rescue 3. (Recreational)	Garda Clearance
Coasteering Skills and Rescue	Full Irish Drivers License
Compass Club Leader Training	
SUP Instructor	