**CURRICULUM VITAE**

**Tatum Jessica Bates**

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**OVERVIEW**

A Corporate Communications graduate, looking for an exciting and challenging position in Dublin. Enthusiastic, energetic, out-going and self-motivated with five years’ experience in hospitality and service industries. Excellent customer service, administrative and supervisory skills with ability to juggle tasks in a fast-paced work environment.

**KEY SKILLS**

* Experienced front of house services professional
* Ability to work in a range of fast-paced customer-facing roles
* Accounts and administration skills
* Excellent communication and organisational skills
* Proficient in Microsoft Office suite

**EDUCATION**

2016 Professional Yacht Master Training (P.Y.T.) Certificates

2013 – 2016 University of South Africa

Bachelor of Arts in Corporate Communications

2012 Leaving Certification

Crawford College North Coast, Durban, South Africa

**EMPLOYMENT HISTORY**

Feb 2013- Feb 2017 Keg and Thistle / Connor’s Public House, Durban, South Africa

Waitress/Barperson with a wide range of responsibilities including setting up the venue each day, greeting customers, taking orders, maintaining tables throughout service, and working as part of a team in a busy restaurant with an emphasis on teamwork and customer service. Additional administrative duties included monthly stock take of bar and kitchen inventory and processing of paperwork for deliveries and invoices.

Promotions Connexit South Africa

I worked as part of a team where our duties included attracting many clients, networking with prospects and promoting events, maximizing revenues and helping with event planning. I would plan and execute events, such as mall and product activations. I would aim to represent and deliver excellence that is in keeping with the organizational brand.

Au pairing

To support myself whilst undertaking my studies, I worked as an au pair for a family on a part-time basis. Duties included collecting children from school/crèche and taking them to extracurricular activities, assisting with housework and homework.

**FURTHER INFORMATION**

References available on request.