



Naoise Nolan

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PROFESSIONAL SUMMARY

In 2013, I graduated with a BA in journalism and visual media from Griffith College, Dublin.

I continued to build my strengths in this profession by working a 9 month internship for *MediaTraining.ie*, working with founders Gavin Duffy and Orlaith Carmody. This role included coordinating and organising training sessions for clients, booking venues, compiling training package and updating social media. I have an advanced computer qualification in ECDL, WordPress, Excel and Word. I hold a full Irish driving licence.

I am particularly interested in event management, and bring enthusiasm, good interpersonal skills and a huge willingness to learn. I have just returned from two years in New York where I had a media internship, which focused in television production. My role included video editing, researching, booking venues, clients and flights. I also worked in a busy bar in the Soho district of Manhattan. This built my confidence, gave me great connections and independence.

EDUCATION

2018	<i>DIT Aungier Street, Dublin</i>	MA Public Relations (<i>In progress</i>)
2013	<i>Griffith College, Dublin</i>	BA (Hons) Journalism and Visual Media
Subjects:	Radio, public relations, advertising, law and ethics, sociology of the media, film and television studies, film editing, understanding audiences and media marketing.	
2010	<i>Royal and Prior Comprehensive School</i>	Leaving Certificate
Subjects:	English (Hons), Irish (Ord), Math (Ord), History (Hons), Art (Hons), Geography (Hons), Biology (Ord) – Extra subject – French (Ord)	

WORK EXPERIENCE

Together For Yes campaign

March 2018 – May 2018

Events and Media coordinator

In order to gain experience of a national media campaign/public relations, I volunteered to be part of the HQ communications team under the supervision of Amy Rose Harte, campaign media coordinator. Over the 10 week campaign, I was based in Dublin and I was assigned the duties of ensuring venues for media launches were booked, creating press packs, creating prop materials for all media events and setting up photo shoots.

Oakfield Park

Front of House, Events Assistant and Waitress.

June 2017 – Dec 2017 (Raphoe, Donegal)

I had numerous roles working in this job. Throughout the summer months, my role included day and evening shifts. During the day, I worked as a waitress which included taking orders, operating the till, dealing with floor staff and assisting with the information on the park attractions. In the evenings, I managed the bookings for the bistro, stood as front of house, took charge of drinks and food orders. I was also in charge of the end of night till count and locking up the entire restaurant and park gates.

Santa Express Event – I dealt with all telephone bookings on the run up to the event, which included special needs assistance, cancellations, date swaps and other issues. It was also my responsibility to ensure that trains were not over booked and that the booking system ran smoothly. This event had a turn over of 20,000 customers over a 3 week period. During the event, my function was to take charge of the bistro, which included managing the floor staff, assisting the chef with orders and dealing with any issues that arose throughout the day.

Bray Entertainment

Intern and researcher

Oct 2014 – April 2015 (Hoboken, New Jersey)

My role in this job was based a lot around research. There was a lot of brain storming for new ideas and shows. We were also on set for new shows. This was a very creative environment. Key skills included critical thinking, project management, team work and meeting deadlines. I cut and edited different sections of their work which was pitched to well known clients such as ‘TLC’, ‘TBS’, ‘Food Network’ and ‘Discovery Channel’ to name a few. This was a new learning experience for my future career.

Puck Fair & Nelson Blue

Waitress & bartender

Oct 2014 – Oct 2016 (Manhattan, New York)

Living in one of the most amazing and fast paced cities in the world, I came to appreciate customer satisfaction and how important it is to focus on your customers needs. I was a responsible, hard working member of staff and this developed my personal skills at a high level. I was also responsible for complaints and problems in the work place, which meant thinking fast on your feet. This also developed my managerial skills, building great relationships with customers that they would return.

MediaTraining.ie

Intern

Oct 2013 – Jun 2014 (Drogheda, Louth)

Administration support to the front line team in the roll out of training and development courses, seminars and conferences. My duties included diary management, participant and speaker bookings, preparation of information packs, AV support, venue liaison and all follow up.

Entrepreneurs' Organization

Administrator

Oct 2013 – Mar 2014 (Drogheda, Louth)

The Irish Chapter of EO, the International Entrepreneur's Organisation launched last year and my role was to support the Communications Chair with PR. My duties included preparing a monthly newsletter, updating social media, event support, and liaising with the membership.

KEY SKILLS

Computer Skills: ECDL qualified. High qualification in MS Office (Word, Excel and PowerPoint).

Full Irish driving licence.

About me

I have a huge interest in music, film and the arts. Working as a team, dealing with people and accepting responsibility are a few business traits I have.

From a young age, I have been travelling around the world with my parents which has introduced me to many different cultures and an appreciation of diversity. I have been to America, Japan, Australia, South Africa, Egypt, most of Europe and Thailand.

I am hard working, dedicated, honest and overall friendly person. I have a great sense of humor and can work independently when given a task. I am a good listener and enjoy a good story. I can delegate when necessary and I have good communication skills. I have a creative mind and I particularly enjoy the visual and verbal arts.

References available on request