

Grace Kelliher

London

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Skills:

- Administration • Leadership • Adaptability • Organizing, coordinating and directing
- Designing and creating • Teaching/Training • Conflict resolution and problem solving • Covid Safeguarding training • Networking and relationship development.

Relevant Experience:

Sep 2020 - May 2021

Tech Train, Ho Chi Minh City, Vietnam – Curriculum coordinator and researcher

- Filmed, edited and uploaded over 200 student creative thinking project videos to the companies video portal
- Developed and researched creative STEM projects to incorporate into the companies curriculum
- Updated, edited and improved core curriculum lessons
- Created compelling and dynamic lesson powerpoint presentations to appeal to the companies target audience and generated sales through demo lessons
- Contributed to weekly meetings with the company manager to discuss development and progression of projects

Dec2017 - May 2018

Tusla, Child and Family Agency HSE Dublin – Administrative Assistant

- Managing and handling all office inquiries through phone and email while also assisting inspectors with all necessary paperwork for carrying out inspections
- Managing the schedule of registration dates for all child care homes in Ireland and ensuring all sensitive information is correctly stored and protected
- Editing the inspection reports of all care centers in Ireland and ensuring each report follows a set protocol and standard
- Taking minutes at registration panel meetings and actioning decisions made

Sep 2017 - Dec 2017

Film Base Dublin – Coordinator and producer on two shorts films entered into the Galway film festival

- Arranging and organizing shooting schedules for two short films
- Supervised the progress of the productions through to post production
- Distributing call sheets and scheduling call times.

Jun 2017 - Dec 2017

Accommodation King Dublin - Receptionist and bookings coordinator

- Using specific software to ensure the organization of bookings
- Managing housekeeping staff and delegating duties where required
- Handling complaints and using problem solving skills to find solutions to scheduling conflicts and unexpected obstacles
- Receiving and organizing payments, bookkeeping and sourcing vital resources needed for the business
- First point of contact for customers, managing phone calls, messages and emails daily to ensure smooth business operations

Education

Sep 2011 - May 2014

University College Dublin - BA Psychology and Sociology

Sep 2017 - Dec 2017

Film Base Dublin - Video and film production course

Apr 2018 - May 2018

TEFL Institute of Ireland - 120h Advanced TEFL certification