

Ciara Byrne

Office Administrator

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PROFILE

Office administrator with seven years supporting teams of up to 30, covering accounts payable, scheduling and supplier contracts. Brought a paper filing system onto SharePoint and cut invoice queries by half. Seeking an office manager role in Limerick.

WORK EXPERIENCE

Office Administrator, Shannon Engineering, Limerick Aug 2021 to Present

- Process 300+ supplier invoices a month in Sage 50 and reconcile against purchase orders
- Moved the company from paper files to SharePoint, halving invoice queries within six months
- Coordinate travel, meetings and site visits for a team of 30
- Renegotiated stationery and courier contracts, saving €4,200 a year

Receptionist and Administrator, Clarke Dental, Limerick Sep 2019 to Jul 2021

- Ran the front desk and appointment book for three practitioners
- Handled patient records under GDPR and chased outstanding balances

EDUCATION

BA (Hons) Business Studies, Technological University of the Shannon 2015 to 2019

2.1

SKILLS

Sage 50 · Microsoft 365 · SharePoint · Excel (pivot tables · VLOOKUP) · Accounts payable · Diary management · GDPR awareness · Typing 65 wpm

REFERENCES

Available on request.