

Manus Boyle

30/11/1991

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Education

- **MA in Journalism**
Dublin City University September 2017-June 2018
 - **Bachelor of Arts Double Honours degree - English and History**
National University of Ireland, Maynooth September 2011-May 2014
 - **Leaving Certificate**
Falcarragh Community School, Co. Donegal September 2004-June 2011
- TEFL 120 Hours Certificate (I-to-I). December 2014

Work Experience

Reporter

Irish Environmental Network, Dublin. July-August 2018

- Fulfilled multifaceted duties that included reporting, news/feature writing, researching, fact-checking and proofreading for *The Green News*.
- Providing complete, accurate and compelling coverage of both anticipated and spontaneous news for online media.
- Example of content at: greennews.ie

Bar Man and Wine Waiter

Fitzers Catering, Dublin. November 2017-April 2018

- Prepared and organised bar and wine reception stalls for private functions.
- Served guests from behind the bar and on the floor before, during and after their meals.
- Liaised with supervisors and colleagues to ensure that they receive all the support they required.
- Ensured stalls and bars were adequately stocked.
- Assisted with clearing up at the end of the evening.

Machine Operator

Rapid Action Packaging, Gweedore, Co. Donegal. February-August 2017

- Operated the Diana Gluing Machine, ensuring it maintained speed and delivered maximum efficiency and productivity.
- Recorded any machine downtime and made quality control checks at regular intervals.
- Ensured line-clearances were carried out correctly.
- Liaised with management and supervisors when I was dissatisfied with product quality.

English Teacher

Number 16 Language School, Zaragoza, Spain. October-December 2016.

- Taught English via Speak Your Mind method to teens and adults.
- Lessons involved word blocks, grammar points/reviews and pronunciation.
- Responsible for two groups of children between 3-5 years old.
- Prepared and delivered lessons tailored toward end of semester exams.

English Additional Language Teacher

Newton British School, Doha, Qatar. January 2015 – June 2016.

- Taught English as a second language to children aged 4-12.
- Prepared Individual Education Plans and monitored students' progress and development throughout the academic year.
- Ensured the safety and well-being of children on school trips and at extra-curricular activities.
- Arranged meetings with parents and class teachers to discuss students' progress and development.

Activity Leader

Maynooth Access Program, (MAP) Maynooth University, Co. Kildare.

- Acted as a leader during the Launchpad orientation program, overseeing the welfare of students from various backgrounds.
- Ensured the safety and welfare of students during activities.
- Participated in bonding activities, such as sport and music, to help students fit in.
- Provided students with advice on a wide range of topics relevant to university life such as time and money management, social life, academia and exams.

Activity Leader

ATC Language and Travel. Bray, Co. Wicklow. July 2014- August 2014

- Acted as an activity leader, overseeing the welfare of students of various nationalities.
- Ensured the safety and welfare of students during excursions and activities
- Prepared activity timetables which the students took part in
- Participated in activities such as sport, music and dance in order to enhance to student's experience.
- Prepared and instructed oral language exercises with students to enhance their language skills.

Kitchen Porter and Barman

The Preston (Ember Inns), London June 2013-August 2013

- Served customers beers, wine and spirits from the bar and restocked fridges.
- Washed and maintained the bar and kitchen areas.
- Opened and locked up the premises at the beginning/end of the day.
- Dealt with complaints and orders from the customers.
- Compiled stock checks to determine the next order.
- Swept and maintained the patio, garden and storage areas.

Skills and Achievements

- Involved with Naomh Mhuire GAA club from the age of ten, represented the club at under 10, 12, 14, 15, 16, 18, 21 and senior levels. I won several individual and team awards throughout my years with the club. I captained the team for the duration of the U-16 Season.
- Public Relations Officer of St. Vincent De Paul Society, Maynooth.
- Represented my Secondary School Gaelic Football team at U-14, U-16 and Senior level.
- SUAS Global Issues Course, February - April 2014. Studying issues such as environmental sustainability, debt justice, trade and livelihood, education and global health.
- Strong interpersonal skills which I apply in all aspects of life.

References

Available on request