



Name: *Maria Ramirez De Orqueia*

Address: *598 Collins St., Dublin 9*

Date of Birth: *2 October 1980*

Marital Status: *not married*

Formal Training:

Secondary education and on-the-job training sessions

Training client financing & basic bookkeeping

Evening courses in client management and communication strategies

Experience:

Account executive (Soft Solutions), Personal account manager

(Office Tech.com), Client Manager (Networking Ireland)

Hobbies: *fitness, squash*

Personal qualities

Am I a good communicator? *Very*

Have I got a flexible personality? *Looks like that on the outside, but always get what I want*

Am I a fast learner? *Yes*

Am I a team player? *Absolutely, as long as I can lead the team*

Am I a leader? *Am I ever!*

Am I able to work independently? *Like to work quite independently within a team*

Do I like to be the centre of attention? *As long as I'm doing great - yes*

Which sector do I want to be employed in?

- Accounting
- Administration
- Advertising
- Agriculture
- Airlines
- Architecture
- Army

<input checked="" type="checkbox"/>	Arts, entertainment & media
<input checked="" type="checkbox"/>	Automotive sector
<input checked="" type="checkbox"/>	Banking
<input type="checkbox"/>	Biotechnology
<input checked="" type="checkbox"/>	Communication & PR
<input type="checkbox"/>	Community and social services
<input checked="" type="checkbox"/>	Computer services and sales
<input type="checkbox"/>	Computer engineering (hardware)
<input type="checkbox"/>	Computer engineering (software)
<input type="checkbox"/>	Construction
<input type="checkbox"/>	Consultancy
<input checked="" type="checkbox"/>	Customer care
<input type="checkbox"/>	Education and training
<input type="checkbox"/>	Electronics
<input type="checkbox"/>	Engineering
<input checked="" type="checkbox"/>	Finance / economics
<input type="checkbox"/>	Food industry
<input type="checkbox"/>	Healthcare: administration
<input type="checkbox"/>	Healthcare: management
<input type="checkbox"/>	Healthcare: medical staff
<input checked="" type="checkbox"/>	ICT
<input checked="" type="checkbox"/>	Insurance
<input checked="" type="checkbox"/>	Internet and e-commerce
<input type="checkbox"/>	Management
<input type="checkbox"/>	Legal
<input type="checkbox"/>	Non-profit
<input checked="" type="checkbox"/>	Product management
<input type="checkbox"/>	Publishing
<input type="checkbox"/>	Purchasing
<input type="checkbox"/>	Recruitment agency
<input type="checkbox"/>	Research and development

- Sales
- Science
- Sports
- Textiles
- Work at home

What do I want to do?

Which tasks would I like to do? *Definitely something in sales*

Do I want to work full-time or part-time? *Full time*

Do I want to be tied to one employer or do I want to work free-lance? *Don't like free-lance: too much hassle*

Do I want to work for a small company or a multinational? *If it's small, it has to have potential to grow*

Do I want to work for a private company or do I prefer the non-profit sector? *private*

Do I want to stay with the same company for a long time? *Can't tell: so far, I'm a job-hopper*

Would I consider relocation? *Depends - it has to be a city. Wouldn't want to work in middle of nowhere.*

Ethics?

Do I care about the ethics of my employer? *Not really, no.*



Reading the Ad

Do I mind moving to New York City? ←

Wages and benefits probably non-negotiable ←

High position in hierarchy
Have I got the right leadership skills? ←

Involves networking. Am I a good communicator? ←

Knowledge of financial and organisational management required. ←

Knowing how to lead and motivate staff. ←

When this campaign is over, it will serve as a model for other campaigns → high-stakes project with future possibilities. ←

Employee must be nothing but passionate about this topic. ←

- Essentials:
- experience with and passion for third world
 - leader
 - good communicator
 - fundraising experience
 - financial background
 - computer skills

Unicef Campaign Director

Location – NYC National Headquarters

Job Category: Non-profit

Status: Full Time, Employee

Relevant Work Experience: 7+ to 10 Years

Career Level: Manager

Job Description

Reporting to the Vice President of Development, and working closely with national and chapter staff, volunteer leadership and significant donors, the Campaign Director assumes a leadership role in the management, coordination and growth of an organization wide fundraising campaign towards the prevention of HIV/AIDS in developing nations.

Responsibilities include:

- directing and overseeing the design and operations of a 5 year \$100m campaign both internally and with constituents;
- overseeing the national and chapter implementation of the campaign;
- creating, managing, and co-managing several campaign committees comprised of staff, board and philanthropic leaders;
- and providing technical assistance as needed toward the refinement of this campaign as a model for the organization to duplicate.

Qualifications

Philanthropist with a heart for developing nations. Must have a Masters degree and a minimum of seven years related experience. Must have proven experience managing the components of building and evolving a non-capital, multi-faceted fundraising campaign in a non-profit setting, using a national/chapter/volunteer structure.

Our ideal candidate is a visionary campaign development manager and a successful fundraiser skilled at campaign style fundraising, major gift donor cultivation and portfolio management. Superior communication and interpersonal skills required. Strong management, team-building, and strategic leadership skills are essential. Excellent computer skills and financial training for the non-profit sector are a plus.

Information from the Website

The website is completely devoted to HIV and AIDS in developing nations. If I have not done this yet, I should start reading the press releases and should register for the newsletter immediately.

Read all the information on the website there is to find concerning this topic. Try to refer to it subtly in your letter.

Clearly, whoever applies for this job needs a deep insight into these problems and should have a distinct opinion about them.

Personal Qualities

- Have I got the right experience?
- Have I got the proper training for this job?
- Do I have the right appearance?
- Does the job suit my domestic situation?
- Does the job suit my personality?

Neither qualified nor interested; why read on?

What are my goals?

- Do I want to stay with this company for a long time?
- Do I want to climb up in the hierarchy of this company?

Ethics?

- Do I want to be associated with this company?
- Do I agree with the company's mission statement?
- Do I agree with the company's policy?
- Do I agree with the work conditions and personnel policy?

Conclusion?

- Would I be happy in this job?

Reading the Ad.

How much is this bonus?
What are the conditions for the benefits?

International company: how will this affect my job?

The ad stresses uniqueness and individuality. Does that correspond with my personality?

New location in a few months: can I reach both locations easily? Is future location suitable for me?

Hierarchical structure. Where do I stand in the food chain?

The abbreviations and jargon used in this ad remind the applicant that he/she should be familiar with modern methods within this field of economics.

Use of will indicates imperative. Does this reflect a strictly hierarchical structure?

Pressure, responsibility and a variety of tasks. Can I handle stress while maintaining a "professional" attitude?

Quite vague. Won't I be overqualified?

Daily pressure. Can I cope with multiplicity of tasks?

Conclusion:

This job requires a motivated and stress-resistant candidate who is able to function in a hierarchic environment.

ACCOUNTS RECEIVABLE CONTROLLER



The Company

In 1982, Dietrich Mateschitz became aware of products called 'tonic drinks', which enjoyed wide popularity in Asia, and got - while sitting in the bar at the Mandarin Hotel in Hong Kong - the idea of marketing those functional drinks outside Asia. In 1984, Mateschitz founded Red Bull. He fine-tuned the product, developed a unique marketing concept and started selling the RB Energy Drink on the Austrian market in 1987.

Since then, Red Bull has grown into the world's No1 energy drinks company, selling over 2.0 billion cans in over 100 countries every year. The Finance department is an integral part of the business and currently requires a bright and dynamic individual to join the team.

Currently based in Epping, Essex the company are relocating to a new head office in central London towards the end of the year. Candidates must be able to commute to Epping and Central London.

The Job

- Reporting to the Financial Planning Manager, you will take full responsibility for the maintenance of the sales ledger using SAP. This will include updating the daily cash reports and analysing the aged debtors report.
- You will be the point of contact for customer queries including discussing credit limits, sending copy statements and invoices and any other queries that arise.
- Working closely with your manager, you will constantly review and improve the systems and procedures within the AR department.

Your Profile

- You will have previous Finance and Accounts Receivable/Credit Control experience and demonstrate an understanding of basic accounting concepts including basic bookkeeping.
- Educated to A-Level standard or equivalent, you will possess strong interpersonal skills and a 'can do' attitude.
- Demonstrating a professional approach to all situations, you will possess excellent communication and time management skills.
- Previous exposure to MS Excel is essential and SAP accounting software experience would be an advantage.

Information from the website

The Red Bull website mainly deals with the effects of the drink itself and with the sports events the corporation supports.

Apart from limited legal info, there is very little the company says about itself.

One can only guess whether the company itself is as dynamic and thrilling as its website.

Personal Qualities

- ✓ Have I got the right experience? *At least partly*
- ✓ Have I got the proper training for this job? *Apart from knowing SAP, I'm qualified*
- ✓ Do I have the right appearance? *Most likely yes*
- ✓ Does the job suit my domestic situation? *no, but I'd move if it suited my career*
- ✓ Does the job suit my personality? *Yes*

What are my goals?

- ? Do I want to stay with this company for a long time? *Depends on career possibilities. Don't want to be tied to one career at the moment.*
- Do I want to climb up in the hierarchy of this company? *I'd never say no to a promotion*

Ethics?

- ✓ Do I want to be associated with this company? *Red Bull's a cool company*
- Do I agree with the company's mission statement? *Didn't find any*
- Do I agree with the company's policy? *"*
- Do I agree with the work conditions and personnel policy?

Conclusion?

Would I be happy in this job? *Could be*

Strengths

Like pressure

Very stress-resilient

Great communicator

My lifestyle corresponds to dynamic corporate image

Weaknesses

Don't like to be tied to my desk from 9 to 5

Don't want purely executive job: want some independence

Opportunities

Have had financial training

Customer care experience & training

Threats

Financial training not that thorough

Don't know SAP

My profile corresponds partly to what they want, but I might not have the necessary financial training.

Even if they hired me, I'd be bored sitting at my desk all day, performing daily recurring tasks.

Do not want to move to London for job I'm not too crazy about.

=> Won't apply!

Information from the website

Slogan:

We Listen, We Learn, We Deliver.

Implication:

- The capital "W" signals the importance of team spirit.
- By its structure, the slogan implies efficiency.
- The verbs stress the responsibility of the employee.

Caption:

Providing a complete range of freelance and permanent IT recruitment solutions for the global market.

Implication:

The adjectives "complete", "permanent" and "global" again signal the company's ambition.

Values:

Our success is based on integrity, exceptional service and results. We never forget that you have a choice.

Implication:

We have to be the best. Otherwise a customer will hire another business.

Conclusion:

Computer Futures Solution is a company with a great drive for perfectionism, expecting nothing but the best from the employees. If you do not function in a fast moving environment and if you do not like pressure, you should think twice about applying for a job with this company.



Ireland - Business Development Manager

Business Developer - Do you stand out from the crowd?

Since its formation of 1986, Computer Futures Solutions has enjoyed the sort of growth that most organisations can only dream of. With **11 offices in 6 countries** and an enormous database of ICT clients and candidates, we are the leading independent ICT recruitment consultancy in Europe and **this is only the beginning**. As a result of our success and **extraordinary growth**, we are now looking for a Business Developer to support this expansion and strengthen our current Irish team in Dublin.

After **initial training** in our HQ in **London**, you will be representing our company by visiting clients across Ireland. This is a **crucial role** for our next stage of growth. Your **responsibility** will be to generate new business, to nurture our impressive existing client portfolio and to negotiate contracts and **SLAs**. Having to work with and sell into the largest companies in Ireland, a **tenacious and dogged attitude** is essential.

Most of all you need to have the drive and desire to be **successful** in a fast moving and dynamic sales environment.

You will be rewarded with a **competitive market salary** and a very attractive **commission scheme**.

If this once in a lifetime career opportunity appeals to you and you have a proven track record in a demanding sales environment, then please contact Catherine De Caluwe.

Additional Information

Additional Salary Information: basic + attractive commission

Position Type: Full Time, Permanent

Ref Code: bdm ireland

Contact Information

Catherine de Caluwe

careers@ireland@computerfutures.ie

Computer Futures Solutions

Reading the Ad

Applicant must be self-aware individual

Job involves travelling

"Initial" implies that other training sessions will take place.

SLA (service level agreement) is a part of the ICT jargon. The abbreviation is used here to remind applicants that they should not bother writing if they are not familiar with it.

Ambition is crucial. The future employee should share the company's drive for success.

Future employee must be able to deal with great pressure.

Purposely vague information about wages.

Flemish name: has the company got a Flemish connection or is it sheer coincidence?

Conclusion:

The right candidate for this job should be a rugged, ambitious and competitive businessman. He or she should love challenges and pressure.

Personal Qualities

- ✓ Have I got the right experience? *Yes!*
- ✓ Have I got the proper training for this job? *Definitely.*
- ✓ Do I have the right appearance? *Maybe I'm a bit too young. Can't tell*
- ✓ Does the job suit my domestic situation? *yes - perfectly*
- ✓ Does the job suit my personality? *Yes*

What are my goals?

- Do I want to stay with this company for a long time? *Yes, if what the ad says is true*
- Do I want to climb up in the hierarchy of this company? *Yes!*

Ethics?

- ✓ Do I want to be associated with this company? *OK*
- Do I agree with the company's mission statement? *Yes. I like the no-nonsense perfectionist approach*
- Do I agree with the company's policy? *It's ambitious. So am I.*
- ⊗ Do I agree with the work conditions and personnel policy?

Conclusion?

- Would I be happy in this job? *Most likely yes*

Strengths

*Aim for perfection
Great communicator
Good at customer care
Ambitious & competitive
Don't let go until I reach my goal
Love travelling*

Weaknesses

Am I old enough for this job?

Opportunities

*Have had financial training
Customer care experience & training
Have got ICT-experience*

Threats

