

# Calem O' Halloran

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## Personal Profile:

A dynamic and results-driven project management professional with a Bachelor's Degree in Business Information Systems from Munster Technological University. Possessing a robust understanding of business processes and information systems, I offer a wealth of experience spanning production, customer service, and operations management. Proficient in staff supervision, customer relationship management, and adept at technical problem-solving, I am dedicated to achieving outstanding project outcomes while upholding the utmost standards of quality and service excellence.

**Education:** Bachelor's Degree (Honours) in Business Information Systems, Munster Technological University  
Cork 2018 – 2022

## Key Modules:

- Business Process Management
- Business Process Design
- Advanced IS Project Management
- IS Consulting & Practise

**Personal Projects:** Portfolio Website: Leveraged programming skills in HTML, Java, and CSS to design and develop a personal portfolio website. Configured SSL certificate for secure internet access. [Link: <https://calemohalloran.com/>]

## Work Experience:

### Project Administrator PFH Technology Group

Nov 2023 – Present

- Collaborating with the HSE to align projects with organizational objectives, ensuring efficient coordination and communication.
- Providing exemplary customer service by promptly addressing inquiries, supporting clients and team members comprehensively.
- Utilizing advanced Excel skills for streamlined data management and reporting, aiding in project tracking and decision-making.
- Optimizing document repositories for enhanced accessibility and efficiency, facilitating organized project documentation.

### Production Associate DePuy Synthes

Sep 2022 – Nov 2023

- Produced products to highest standards, ensuring adherence to procedures and quality requirements, demonstrating commitment to excellence and attention to detail.
- Maintained work environment according to company's 5S standard, optimizing efficiency and productivity.

- Operated foundry robots on standard work schedules, displaying proficiency in technology utilization and process optimization.
- Recorded all procedures on Operations Management Systems, maintaining accurate documentation and traceability.
- Worked in Lean Manufacturing Environment, applying lean principles for process optimization and continuous improvement.

**Supervisor** Omniplex Cinema Group

Aug 2019 – Sep 2022

- Trained staff on company policies, procedures, and customer service standards while overseeing daily cinema operations, including staff supervision, customer inquiries, and facility maintenance.
- Provided food and beverage services from the concession stand, ensuring compliance with health and safety guidelines and maximizing customer satisfaction through upselling.
- Maintained and repaired cinema equipment, ensuring uninterrupted operations and demonstrating proficiency in troubleshooting and maintenance.