

# AGA SLOTA-STEPNIEWSKA

London, SW19 8LF

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## Portfolio:

<https://agastepniewska.github.io/>

## LinkedIn:

Agnieszkastepniewska

<https://www.linkedin.com/in/agnieszkastepniewska/>

## GitHub:

Pinko3004

<https://github.com/AgaStepniewska>

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## BIO

Creative woman, who beautifies websites and makes them easier to use. Fresh mind, after completing the Front-End Development course, ready to work very hard and learn even more, is looking for a new opportunity to further develop skills, gain more experience as well as add value to the Company.

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## TECHNICAL SKILLS

### PROFICIENT IN:

HTML5, CSS3/Sass, RWD, Bootstrap, Converting any PSD design into HTML.

### BASIC KNOWLEDGE:

JavaScript/jQuery, OOP, Ajax, API, Git - work with GitHub.

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## PERSONAL SKILLS

- Excellent written and oral communication skills in English ;
  - Works well independently and as part of a team, quick adapt to the new concepts and situations;
  - Excellent customer service manner, with strong interpersonal skills;
  - Polite, friendly, helpful, proactive, enthusiastic with can do attitude and positive problem-solving ability.
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## WORK HISTORY

Jan 2017 – Present

### **Metropolitan Police Service – Front Counter Volunteer, Neighbourhood Watch - Web Developer Volunteer, London**

- Responding to enquiries from the public and providing advice;
- Checking with and recording details in police computer database and filing systems;
- Creating a new website for Merton Neighbourhood Watch;

June 2016 – Dec 2016

### **Merton Library - IT Support Volunteer, London**

- Assist and support learners in the basic of computer use;
- Support members of the public with any problems, queries or questions they had;
- Assist customers to find information they need;

Nov 2013 – Jul 2016

### **Bayley & Sage - Shop Assistant, London**

- Managing database of customers, typing and preparing orders as well as invoicing.
- Copying, printing and displaying labels of products;
- Customer service, aimed at optimising the customer experience and maximising sales potential;
- Ad-hoc tasks as required.

Aug 2011 – May 2012

### **Wroclaw Town Hall - Health & Safety Inspector (Apprenticeship ), Poland**

- Accident investigation and analysis;
  - Risk assessment and creation of appropriate corresponding health & safety policy;
  - Recommendations to local government to minimise hazards and impact of accidents.
  - Managing system administration.
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Apr 2004 – Feb 2011

**Rawlplug SA - Office Assistant/Customer Service/Secretary, Poland**

- Responsible for the secretariat of the President, arranging in-house and external events;
- Attending meetings, keeping notes, preparing reports for the board of directors;
- Organizing and storing paperwork, documents and computer-based information;
- Taking orders and preparing invoices, supervising shipments to customer;
- Completing and filing documents;
- Keeping database up to date;



**EDUCATION**

Apr 2017 – Jul 2017

**Codemy S.A. - Poland**

Course Online: **FRONT-END DEVELOPER**

2010 – 2011

**Wroclaw University of Technology - Poland**

Postgraduate Studies in Health & Safety

1999 – 2005

**University of Environmental & Life Sciences - Poland**

MSc Environmental Protection

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