

Frantiska Rechkova

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I am a Front-end developer with a passion for learning new things. My diverse work experience taught me how to put customers/clients needs and visions in the heart of anything I do and how to quickly adjust to various environments. I am a reliable, hardworking individual with great attention to detail, motivated to keep improving my skill set and expanding my technical knowledge.

Skills

HTML, CSS, JavaScript languages

Learning to work with Figma

Excellent computer skills: Excel, PowerPoint, Word, Outlook

Speaking two languages fluently Czech and English

Full UK driving license

Quick learner | Working well in team and under pressure | Empathetic (aiming on provide best possible service for customer/service user)

Education

Skills For Life Front-End Developer Bootcamp from EdX graduate.

GYMNAZIUM SVITAVY (2006-2014)(finished with Maturita exam, equivalent of UK's A Levels)

Experience

CARE AND SUPPORT ASSISTANT | ATLAS CARE SERVICES PETERBOROUGH | JULY 2019 - MAY 2020

- Provided dignified person centered care to mainly elderly people with health and mental difficulties in comfort of their own homes
- Participated in single calls to administer medications, to prepare meals and to chat as well as double up calls which required more manual handling and hoisting
- Ensuring that service users have all they need in their house and that they are in good spirits
- Ensuring I record everything accord to guidelines into modern phone application as well as into MAR charts and paper books

CUSTOMER SERVICE ADVISOR | R R DONNELLEY | MAY 2018 - DECEMBER 2018

- Processing documents for Barclays customers and forwarding them to operations department as well as archiving them.
- Logging direct debit and standing order requests and verifying the proof documents attached.
- Meeting specific deadlines provided by the client and resolving customer queries over digital mail.
- Working in excel, outlook, word and Barclays database system on an everyday basis.

WAREHOUSE OPERATIVE | VARIOUS COMPANIES | OCTOBER 2016 - MAY 2018

- Working on various sites
- Warehouse administrations, working with excel spreadsheets, checking stock,
- Warehouse and production job
- Employed by BarkerRoss Agency based in Leicester.

CUSTOMER SERVICE ASSISTANT | TJS TAKEAWAY | JANUARY 2015 - 2016 OCTOBER

- Customer serving in a busy takeaway place.
- Taking orders on phone as well as on the counter

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References

Available on request