JAKUB STACHURA

jakubstachura1998@gmail.com

07515903560

FK4-1JG

PROFILE

A recent software development graduate with a 2:1 honour degree from the University of Stirling.

My career goal is to acquire a role that allows me to take responsibility for the accounting and support managers in their duties for a well-respected and market-leading leading company.

WORK EXPERIENCE

THE SCOTTISH GOVERNMENT - ADMINISTRATOR
February 2022 – Current

- Creating weekly/monthly static reports for eDevelopment department
- Involved in meetings regarding changes and updates for my department's websites
- Engaged in creating a presentation for team meetings
- Raising PO's for my department
- Managing users accounts and their personal data
- Helping my department keep assignments completed before the deadline
- Organising transport and hotels for external meetings
- Ordering products required for my department
- Assigning holidays to my department
- Arranging team meetings
- Taking minutes for the meeting
- Helping to answer queries from users about eDevelopment portal
- Performing white box and black box testing for our portals after any updates
- Operating emails and phone calls with users from our portals

SHERATON HOTEL - BARTENDER SUPERVISOR
July 2021 – February 2022

- Assisted with interviews for new bar employees
- Helping with accounting
- Worked with up to 500 customers a day
- Helped colleagues on the floor while the bar was unoccupied
- Dealt calmy with customers in most busy times
- Dealt with customer's complaints to allow the manager to perform his duties
- Telephone management: ensuring that nonurgent calls are diverted during busy periods

GLENSKIRLIE HOTEL - BARTENDER
September 2017 – July 2021

MARRIOTT DALMAHOY HOTEL - WAITER / BARTENDER
SSeptember 2014 – September 2017

PERSONAL SKILLS

Creative spirit
Reliable and professional
Organized
Time management
Team player
Fast learner
Motivated
Problem Solving

REFERENCES
Available on request

EDUCATION

BSC/HND SOFTWARE DEVELOPER - UNIVERSITY OF STIRLING
24/06/2021

- Doing a lot of self-research to always perform excellent results
- Creating database and software documentation for the implementation of the projects
- Working on a group project with colleagues
- Working from documentation and implementing solutions
- Deliver assignments always before the deadline
- Implement desktop applications as well as web applications to work with various databases
- Constantly giving my best for each assignment