

MISS. KAREEN E GHANN

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PERSONAL STATEMENT

A very hard-working and passionate individual, currently undertaking a Software Engineering bootcamp with Generation UK. Having gained an understanding in HTML, CSS, JavaScript and Ruby, I hope to further my knowledge in these languages as well as learn more to become a full stack developer. Experience working in various industries have allowed me to gain skills that allow me to evolve and adapt in challenging environments. I take great pride in problem solving. I hope to be part of a working team that can provide new learning opportunities and to be involved in meeting its overall goals.

SKILLS PROFILE

Technical

- **Front End:** Intermediately skilled in: HTML, CSS & JavaScript .
- **Back End:** Intermediately skilled in Ruby.

Communication

- Excellent verbal, written and interpersonal skills that allows for a tactful approach when relating to and communicating with a diverse group both formally and informally.
- Effective in developing and maintaining workplace relationships and networking with various individuals and organisations.

Planning & organisational

- Capable of working under pressure, prioritising tasks and initiating activities without supervision or prompting from others.
- Able to develop and maintain comprehensive plans to meet objectives and establish processes to monitor the development of projects, whilst keeping well-informed and aware of internal and external issues directly impacting work progress.

Analysis & problem solving

- Able to identify key issues in complex data, situations and problems and respond swiftly to meet goals.
- Logical, creative and hands on approach to solving problems using a broad range of relevant information or resources.

Interpersonal & teamwork

- Able to build and maintain a useful network of contacts and working relationships and adapt own style and approach to work effectively with a broad range of individuals and groups.
- An active, supportive and driven team member in project and programme environments.

EDUCATION

<i>May 2022 - June 2022</i>	<i>Tech Talent Accelerator Bootcamp</i>	<i>Generation UK & Ireland</i>
<i>Sep 2012 – May 2014</i>	<i>Certificate of Higher Education (Law BSc)</i>	<i>University of Plymouth</i>
<i>Sep 2011 – May 2012</i>	<i>General Foundation Course (Access to Law)</i>	<i>Greenwich School of Management</i>
<i>Sep 2009 – June 2011</i>	<i>AS Levels in English Literature, Philosophy & BTEC Law</i>	<i>Crossways Sixth Form College</i>
<i>Sep 2004 – July 2009</i>	<i>7 A*- C GCSEs in Maths (B) English Language & Literature (C).</i>	<i>Cardinal Pole RC School</i>

WORK EXPERIENCE

MAY 2022 – JUNE 2022

Software Engineer Trainee

Generation UK

- Grasped the fundamentals of HTML, CSS & JavaScript and applied the knowledge to creating working projects.
- Successfully created responsive websites that are viewable across multiple devices including my portfolio, independent projects and team projects.
- Have used the platform GitHub to publish and update my work through constant pushes to the server.

JULY 2020 – MARCH 2022

Rehabilitation Assistant

Homerton University Hospital NHS Foundation Trust

- Assisted patients with physical movements to help restore and lessen pain and disability with oversight from trained therapists.
- Supplied and fitted equipment and training patients in its safe use.
- Maintained and decontaminated equipment ready for patient use.
- Carried out basic administration tasks as required by the registered staff.

JANUARY 2017 – JULY 2020

Home Care Manager

Dream Community Personnel Ltd

- Successfully managed a team of over 20, including office and field staff whilst being the first point of contact for Service Users and other authorities.
- Conducted health assessments in order to create personalised care plans with the involvement of families and health care professionals.
- Communication with health professionals and local authority to ensure continuity of care.
- Constantly monitored the Electronic Call Monitoring (ECM) system to oversee all the work with the Service Users was being seen to and completed which allowed me to audit medication and their current needs as they changed.
- Recruited and vetted potential carers to ensure excellent service and client retention.

NOVEMBER 2014 – DECEMBER 2016

Office Assistant

Dream Community Personnel Ltd

- Skilfully managed a wide range of office tasks that included the setting up of meeting rooms with required materials, responding to incoming queries in person and over the phone, liaising with the correct team in support of those queries.
- Responsible for data entry and converting written documents to typed.
- Supported the daily recruitment operations by advertising vacancies, screening candidate CV's and arranging interviews with the hiring manager.

JULY 2013 – OCTOBER 2014

Customer Consultant

Esprit

- Retail experience within a busy environment and focus on customer engagement to provide an energetic, friendly and effective space for shopping.
- Working within a team to allow healthy distribution of tasks to meet overall goals.

NOVEMBER 2009 – JUNE 2011

Sales Assistant

Good News Corner

- Retail experience with cash handling and stock rotation responsibility, working within a small team to provide good levels of customer service

INTEREST

I have a great passion for various dance activities and participating in many events allowing the opportunity to use my singing ability.
