

# RENATA KROL

9B Doctor's Lane, Maynooth, Co. Kildare · 0851509349

renatakrol@outlook.com

## Summary

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Organized, detail-oriented, and hard-working. Highly motivated and able to thrive in a constantly changing environment and execute in a timely fashion. Punctual, reliable and willing to learn, with strong interpersonal and communication skills. Have the ability to work within a team and on own initiative and to work well under pressure.

## Work Experience

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### **(Sep 2018 – Present) Health Data Specialists (HeaDS) - Junior Web Developer**

- Working with business and technical teams to create UI specifications.
- Ensuring that Website is in compliance with image and branding requirements.
- Updated new technology and content for existing Website.
- Monitoring Website performance and recommended improvements.
- Evaluated functionality and accessibility of Web Pages.
- Recommended new features and styles to improve usability.

### **(Oct 2015 – Sep 2018) Pizza Dog Ltd, Maynooth - Pizza Chef**

- Night time position in the fast food restaurant, especially at the busy time for the shop.
- Customer service, taking orders and accurately punching them into restaurant database.
- Adept at processing cash and credit card payments in a precise manner.
- Well-versed in preparing and packing fast food items according to set recipes, along with ensuring total customer satisfaction to create opportunities for repeat business.
- Properly portioned and packaged take-out foods for customers.
- Prepare and serve beverages such as coffee, tea, and fountain drinks.
- Served fresh, hot food with a smile in a timely manner.
- Closely followed standard procedures for safe food preparation, assembly, and presentation to ensure customer satisfaction.

### **(Aug 2014 – Oct 2015) Supermac's Ireland Ltd in Maynooth - Manager**

- The position required flexibility to work in all areas of the restaurant, customer service, carried out duties of food preparation, cooking and serving.
- Taken orders and accurate punching them into a database.
- Handled currency and credit transactions quickly and accurately.
- Obtained food and drink orders from customers and prepared and served the food ordered to the customers.
- Managed opening and closing the shop.
- Organised stock and equipment, overseen building maintenance, cleanliness, and security.
- Contacted multiple merchants to obtain necessary inventory and kept concise, accurate records about products.
- Trained new staff and developed existing staff.
- Effectively communicate with team members to maintain clearly defined expectations.
- Worked to budgets, maximize profits and achieve sales targets set by head office.
- Administered payrolls and other financial aspects of the store.

**(Dec 2006 – Nov 2013) Przedsiębiorstwo Energetyki Ciepłej Sp. z o.o. (Municipal Heat Supply Company) at the Swinoujście, Poland – Secretary**

- Full secretarial support.
- Handled correspondences, documents, and reports.
- Made copies, sent faxes and handled all incoming and outgoing correspondence.
- Distributed incoming post to correct recipients throughout the office.
- Received and distributed faxes and post in a timely manner.
- Managed reception, including greeting visitors and responding to telephone and in-person requests for information.
- Maintained the front desk and reception area in a neat and organized manner.
- Drafted meeting agendas, supplied advance materials and followed-up on meetings and team conferences.

## Education

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**(Aug 2018 – Present) Full Stack Diploma in Software Development, Code Institute**

**(2006 – 2009) Bachelor Degree, University of Szczecin, Poland**

Bachelor degree in Economics, with specialisation in finance and marketing in small and medium-sized enterprises.

## Languages

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**Polish** - native

**English** – fluent

## Skills

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| ➤ Highly organized with a strong attention to detail | ➤ Energetic and engaging                  |
| ➤ Hard-working and reliable                          | ➤ Neat, clean and professional appearance |
| ➤ Ability to work well under pressure                | ➤ Knowledge of HACCP                      |
| ➤ Comfortable standing for long time periods         | ➤ Quick learner                           |
| ➤ Ability to multitask across all stations           | ➤ Adaptable                               |