

Robert Tiffert

| Katowice, Poland | Email address: robert@tiffert.eu |

EDUCATION

Code Institute

*Full-Stack Software Development
With e-Commerce Specialisation*

Dublin, Ireland

Graduation date: November 2024

University College Dublin

Bachelor of Business Studies (Honors)

Dublin, Ireland

Graduation date: December 2023

WORK EXPERIENCE

Trudies Catering Kitchen Ltd.

*Executive Assistant to the Chief Executive Officer
Health, Safety, Environment, and Quality officer*

New Ross, Ireland

2016 - 2024

- Built the company's website from scratch using the Wix editor and maintained the website regularly.
- Implemented a Digital Asset Management system to reduce the use of paperwork by 40%, in line with the company's Origin Green target to reduce the use of paperwork.
- Collaborated with the external consultant to transition the company's food safety standard from EIQA (Excellence Ireland Quality Assurance) to the international standard of ISO 22000:2018.
- Supported the Chief Executive Officer with legislation and regulations to ensure the company was current with the latest legislation and regulations.

One Complete Solution Ltd.

Attendant Assistant

Dublin, Ireland

2014-2014

- Assisted passengers with reduced mobility throughout the Dublin airport.

Tuck Shop

Assistant Manager

Dublin, Ireland

2010-2013

- Monitored sales performance and stock level to ensure the shop was in the operating profit.
- Scheduled staff roster and monitored staff performance.
- Maintained health and safety regulations and inspections.

SKILLS & INTERESTS

Skills: Critical thinking, leadership, communication, time management, conflict resolution, organisation, empathy, interpersonal skills, problem-solving

Technical skills: Microsoft Office suite, Microsoft Outlook, Sage Payroll, Sage Accounts, HTML5, CSS3, JavaScript, Python, Microsoft Visual Code, Heroku

Languages spoken: English, Polish, Irish Sign Language, Indian Sign Language, Polish Sign Language

Interests: Reading books and magazines, solo travelling, business, economics, finance, people management, spirituality, history, geography, politics