

Sophia McGeown

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PERSONAL STATEMENT

Motivated and passionate about constantly growing as an individual. Driven to start a career in tech and develop knowledge of software technologies. Helpful, approachable and can work effectively as part of a team as well as independently. Analytical thinker who possess strong organization and interpersonal skills and demonstrates perseverance when faced with challenges.

EMPLOYMENT HISTORY

Trainee Dental Nurse Bloom and Gonsai Dental, Oxford Circus, London.	01/2020 – 02/2020
Student Dental Nurse Eastman Dental Hospital, University College London Hospitals.	11/2018 – 10/2019

Combined overview of roles:

- Providing chairside assistance to clinicians during treatments, including preparing and passing relevant equipment and materials.
- Greeting patients, monitoring, and offering them support throughout treatment.
- Managing coursework and revision alongside working on clinic.
- Working with colleagues as a team to ensure daily processes run accordingly.
- Maintaining dental surgery equipment.
- Maintaining and updating paper and electronic patient records.
- Assisting with taking and processing radiographs.
- Decontamination of instruments.
- Writing accurate patient notes as requested by the clinicians.
- Adhere to health and safety protocols as well as cross-infection to the highest standard.
- Replenishing stock.

Apprentice Business Administrator NWES/London Small Business Centre, Whitechapel, London.	07/2016 – 09/2018
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- Completing coursework and assignments to achieve apprenticeship qualification.
- Maintaining diaries and arranging appointments for clients.
- Handling telephone and email enquiries.
- Prepare for and attend meetings as well as minute taking.
- Using company database to log and update client details.
- Sorting and distributing incoming and outgoing post.
- Maintaining suitable and sufficient office stationery levels.
- General reception and administrative duties including printing, scanning, photocopying, and filing.

EDUCATION & QUALIFICATIONS

Tech Talent Accelerator Course, Generation UK	09/2020 – 11/2020
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- Introduced to the fundamentals of computer science concepts and networking. Learned HTML, CSS, Bootstrap, JavaScript, DOM manipulation as well as Git and GitHub. Demonstrated skills learned through course projects.

NEBDN National Diploma in Dental Nursing**Qualified 10/2020**

- Qualified Dental Nurse

Babington Business College Apprenticeship at NWES London**07/2016 - 07/2017**

- Level 2 Diploma in Business Administration (QCF)

Christ the King Sixth Form College, Lewisham, London**09/2014 – 06/2016**

- 3 A-Levels: Sociology(A), Media Studies(B), Psychology(C)

St Ursula's Convent School, Greenwich, London**09/2009 – 07/2014**

- 10 GCSE's A - C including Mathematics and English

REFERENCES

Available upon request.