

# Sophia McGeown

London, E3 | 07491 077 808 | [sophia.mcgeown@outlook.com](mailto:sophia.mcgeown@outlook.com) | <https://soph95.github.io/web-portfolio/>

---

## PERSONAL STATEMENT

Motivated and passionate about constantly growing as an individual. Driven to start a career in technology and always wanting to develop knowledge and skills. Helpful, approachable as well as an analytical thinker who possess strong organization and interpersonal skills and demonstrates perseverance when faced with challenges.

## EMPLOYMENT HISTORY

---

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

Combined overview of roles:

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

---

<b>Apprentice Business Administrator</b> <b>NWES/London Small Business Centre, Whitechapel, London.</b>	<b>07/2016 – 09/2018</b>
--	--------------------------

- 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

---

<b>Tech Talent Accelerator Course, Generation UK</b>	<b>09/2020 – 11/2020</b>
<ul style="list-style-type: none"><li>• Six-week bootcamp, introduced to the fundamentals of computer science concepts and networking. Learned HTML, CSS, Bootstrap, JavaScript, DOM manipulation as well as using Git for version control and GitHub. Demonstrated skills learned through course projects.</li></ul>	
<b>Introduction to Web Development course, Code First Girls</b>	<b>04/2020 – 06/2020</b>
<ul style="list-style-type: none"><li>• Combination of eight sessions, learning the basics of HTML and CSS as well as being introduced to JavaScript. Demonstrated skills learnt through the final group project which was to create a website from scratch.</li></ul>	

**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.