

# Sophia McGeown

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

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## PERSONAL STATEMENT

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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

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<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 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.

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

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<b>Tech Talent Accelerator Course, Generation UK</b>	<b>09/2020 – 11/2020</b>
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- Introduced to the fundamentals of computer science concepts and networking. Learned HTML, CSS, Bootstrap and JavaScript. Demonstrated skills learnt 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**

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Available upon request.