

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

01/2020 – 02/2020

Bloom and Gonsai Dental, Oxford Circus, London.

Duties include:

- Providing chairside assistance to clinicians during treatments, including preparing and passing relevant equipment and materials.
- Decontamination of instruments.
- Assisting with taking and processing radiographs.
- Adhere to health and safety protocols as well as cross-infection.
- Writing accurate patient notes as requested by the clinicians.
- Replenishing stock in surgeries.
- Greeting patients, monitoring them and offering support.
- Working with colleagues as a team to ensure daily processes run accordingly.

Student Dental Nurse

11/2018 – 10/2019

Eastman Dental Hospital, University College London Hospitals.

Duties included:

- Managing coursework along side working on clinic.
- Maintaining dental surgery equipment.
- Maintaining and updating paper and electronic patient records.
- Providing chairside assistance to clinicians during treatments, including preparing and passing relevant equipment and materials.
- Assisting with taking and processing radiographs.
- Adhere to health and safety protocols as well as cross-infection to the highest standard.
- Replenishing stock.
- Greeting patients, monitoring and offering them support.

Apprentice Business Administrator

07/2016 – 09/2018

NWES/London Small Business Centre, Whitechapel, London.

Duties included:

- Sorting and distributing incoming and outgoing post.
- Handling telephone and email enquiries.
- Maintaining diaries and arranging appointments.
- Prepare for and attend meetings as well as minute taking.
- Using company database to log and update client details.
- 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

- Introduced to the fundamentals of computer science and networking.
- Developed knowledge of HTML, CSS, Bootstrap & JavaScript and was able to put these skills into practise through course projects.
- Learned about DOM Manipulation.
- Learned how to use the Unix command Line and Git for version control as well as GitHub.

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 A – 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.