

# KATE PRASOLEK

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[www.katedesigns.uk](http://www.katedesigns.uk)

## PERSONAL PROFILE

A reliable digital designer with friendly, easy-going attitude and genuine passion for crafting beautiful layouts and usable products. Self-learner of front end development. Creator of work that is tailored to individual needs. I enjoy working across print and web projects and I am looking forward to develop my skills into UX design.

## TECHNICAL SKILLS

Adobe Photoshop, InDesign, Illustrator CC  
Adobe XD Experience Design  
Front-End Development - CSS3, HTML5,  
Bootstrap, basic Javascript and jQuery  
Sublime Text 3, Git  
Typography, Wordpress

## INTERPERSONAL SKILLS

Open mind, creativity & rapid learning ability  
Strong sense of responsibility, reliability  
Commitment & consistency  
Organisational skills & can-do attitude  
Ease of interpersonal contacts  
Ability to teamwork, customer service skills

## PROFESSIONAL EXPERIENCE

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|---------------------|---|
| Oct 2016 – Feb 2017 | <b>Digital and User Interface Designer, iSKILLu, London</b> <ul style="list-style-type: none"><li>- designing, wireframing and prototyping individual pages</li><li>- writing html and css code for individual pages</li><li>- working along a team of designers and developers</li></ul>   |
| May 2016 – present  | <b>Freelance Designer, London</b> <p>Creating a range of tailored to individual needs projects including</p> <ul style="list-style-type: none"><li>- web designs</li><li>- logotypes and branding</li><li>- print design and promotional materials</li></ul>  |
| Jul 2015 – present  | <b>Receptionist and Bank Outreach Worker, Poplar Harca, London</b> <ul style="list-style-type: none"><li>- greeting visitors, ensuring they sign in/out, recording passes</li><li>- phone handling &amp; transferring calls, answering customer's queries</li><li>- entering and updating data into the database, maintaining files system</li><li>- community projects – discussing ideas with residents, encouraging to new ideas, residents surveys</li></ul>  |
| Jun 2013 – Mar 2015 | <b>Master Team Member, Paul UK, London</b> <ul style="list-style-type: none"><li>- organising shifts to run business smoothly following company standards</li><li>- preparing sales plans &amp; reports, controlling the sales and wastage level</li><li>- handling orders, scheduling and organising deliveries and the stock</li><li>- updating rota system, sales and banking spreadsheets, maintaining files</li><li>- visual merchandising - taking care of displays and quality of products</li></ul> |
| Oct 2010 – Dec 2012 | <b>Saleswoman &amp; Customer Service Advisor, Polkomtel, Warsaw</b> <ul style="list-style-type: none"><li>- handling the phones: outbound &amp; inbound calls regarding contracts</li><li>- selling mobile/data contracts with additional services</li><li>- maintaining customer relations</li></ul>   |

May 2009 – Sep 2010

**Shift Supervisor, Pizza Restaurant LaPrimera, Katowice**

- front of house supervisor with customer service duties
- handling the phone, cash handling, scheduling orders and deliveries
- carry out administration tasks, preparing sales reports
- ordering products, controlling and organising the stock

**EDUCATION & TRAINING**

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2017

**Lynda.com, online course**

- Path to become an User Experience Designer

2016

**Lynda.com, online course**

- Foundations of Layout and Composition
- Foundations of Branding
- Colour for Design and Art
- Path to become a graphic designer
- Typography

2016

**Adobe Photoshop and inDesign, Adobe Learning Centre**

- Photoshop CC
- inDesign CC

2016

**Codecademy, online course**

- HTML and CSS
- Javascript and jQuery
- Interactive website

2003 - 2008

**Psychology, Silesian University**