

# KATE PRASOLEK

07479929600 | kate.prasolek@gmail.com  
London

[www.linkedin.com/in/kateprasolek](http://www.linkedin.com/in/kateprasolek)  
[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  
Front-End Development - CSS3, HTML5,  
Bootstrap, basic Javascript and jQuery  
Sublime Text 3, Github  
Typography

## 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

- |                     |   |
|---------------------|---|
| Oct 2016 – present  | <b>Digital and User Interface Designer, iSKILLu, London</b> <ul style="list-style-type: none"><li>- prototyping and designing individual pages of new website</li><li>- writing html and css code for individual pages</li><li>- working along a team of designers and developers</li></ul>   |
| Mar 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

---

2017	<b>Lynda.com, online course</b> <ul style="list-style-type: none"><li>- Foundations of UX</li></ul>
2016	<b>Lynda.com, online course</b> <ul style="list-style-type: none"><li>- Foundations of Layout and Composition</li><li>- Foundations of Branding</li><li>- Colour for Design and Art</li><li>- Path to become a graphic designer</li><li>- Typography</li></ul>
2016	<b>Adobe Photoshop and inDesign</b> , Adobe Learning Centre, online course <ul style="list-style-type: none"><li>- Photoshop CC</li><li>- inDesign CC</li></ul>
2016	<b>Codecademy, online course</b> <ul style="list-style-type: none"><li>- HTML and CSS</li><li>- Javascript and jQuery</li><li>- Interactive website</li></ul>
2003 - 2008	<b>Psychology</b> , Silesian University

## INTERESTS

---

Handmade cards and crafts design is in my heart and soul for over 15 years now. I conduct a crafty blog and a card making workshops. I am interested in product photography to improve visual site of my blog and give it the best professional look. It was a trigger to start learning digital design.