

KATE PRASOLEK

07479929600 | kate.prasolek@gmail.com
London

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

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	Lynda.com, online course <ul style="list-style-type: none">- Foundations of UX
2016	Lynda.com, online course <ul style="list-style-type: none">- 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, online course <ul style="list-style-type: none">- Photoshop CC- inDesign CC
2016	Codecademy, online course <ul style="list-style-type: none">- HTML and CSS- Javascript and jQuery- Interactive website
2003 - 2008	Psychology , Silesian University