**DAGMARA EWA BRONCZAK**

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**EDUCATION:**

2010 - 2011 Skills for Care - Health and Social Care NVQ Level 2

2002 - 2005 Strzelce Kraj Community College, Poland

A Levels English A, Geography B, Politics B, Polish C

1999 - 2002 Zwierzyn Public Gymnasium, Poland

G.C.S.E. Science B, Maths B, Art A, History B, Music A, Geography B,

Religious Studies A, Physical Education C

**WORK EXPERIENCE:**

Dec 2012 - Feb 2013 Mont Calm Residential Care Home, Maidstone, Kent

Senior Care Assistant

- Helping service users with day to day tasks

- Supervising staff members and working with care management

- Dispensing medication

Aug 2009 - Nov 2012 St. Denys Residential Care Home, Barnstaple, Devon

Social Care Worker

- Reviewing and writing care plans of service users under my care

- Dispensing medication/controlled drugs

- Fire

- Assisting service users with their environment and day to day activities

- Helping service users in adopting to changes in their lifestyle

- Working with healthcare professionals such as GPs and psychiatrists

- Organizing and assisting service users with recreational activities and transporting to appointments

- Preparing food and also serving meals, helping service users with home cleaning and personal hygiene

- Participating in training, supervision and team meetings

Aug 2008 - July 2009 Tyspane Care Home, Braunton, Devon

Care Assistant

- Maintaining records of service users and their needs

- Assisting service users with feeding, bathing and dressing

- Keeping up to date records on service users including daily observations about day to day activities

Jan 2008 - Aug 2008- The Rising Sun Pub, Barnstaple, Devon

Bartender

- Multi-tasked orders, cash register and product preparation under fast paced conditions

- Maintaining proper accountability and quality of product and equipment

- Working in a team and also using initiative when working on my own

Dec 2007 - Jan 2008 Prezzo Restaurant, Barnstaple, Devon

Waitress

- Providing customer service to all customers to ensure correct order and satisfaction

- Coordinating with management to ensure a safe and inviting environment for all guests

- Performing light cleaning duties

Sep 2005 - Dec 2007 Butlins Skyline Ltd, Minehead, Somerset

Bar and Restaurant Supervisor, Cleaner

- Working with management to ensure that all goals have been achieved and the work has been completed successfully

- Acting as a -bridge- between management and staff ensuring that everything in the restaurant runs smoothly

- Maintaining a high standard of cleaning procedure in a hotel environment

**SKILLS:**

Good IT skills

POVA

Epilepsy Training

First Aid Certificate

Safe Handling of Medication Course

Mental Capacity Act and Safeguarding Training

Autism Training

Fire Training Certificate

In House Trainings such as Medicines used in Mental Health, Timeline, Relaxation.

*Reference given upon a request.*

03700924025