

Katarzyna Pospiech

Phone: (44) 75 306 987 36 | Email: katepospiech@hotmail.com | UK Hampshire, PO13 9SQ

LinkedIn: [\(11\) Kate Pospiech | LinkedIn](#) | Portfolio: [designs-by-kate/Portfolio](#) | GitHub: [designs-by-kate](#)

PROFILE

As a versatile professional with diverse experience, I've acquired valuable skills that shape my career aspirations. I'm eager to apply my creativity and design expertise to a new role, driven by ambition, adaptability, and enthusiasm for overcoming challenges. My strong organizational abilities and work ethic fuel my passion for creating and innovating. As I embark on my career journey, I eagerly anticipate learning from experienced mentors, offering a unique perspective, and making valuable contributions to diverse projects.

KEY STRENGTHS

Organized | Enthusiastic | Ambitious (willing to learn) | Responsible | Creative

TECHNICAL SKILLS

HTML | CSS | GIT | GITHUB | UX | JS | Bootstrap | DOM | APIs | JQuery | JSON | AJAX | NODE.js | ES6 | OOP | REACT

PROJECTS

Guess-The-Movie | [designs-by-kate/MovieGame \(github.com\)](#) | [Movie Guessing Game \(designs-by-kate.github.io\)](#)

- Summary: Contributed to the development of a web app that engaged users in a time-limited challenge, testing their movie knowledge through unraveling clues.
- Role: Group project, responsible for HTML and CSS implementation, including CSS animation.
- Tools: HTML, CSS, JavaScript, jQuery, API, Bootstrap, Font Awesome, GIMP

WeatherApp | [designs-by-kate/Weather-Dashboard \(github.com\)](#) | [Weather Dashboard \(designs-by-kate.github.io\)](#)

- Summary: Weather app that provides current and future weather forecasts in cities.
- Role: Sole author
- Tools: jQuery, API, Bootstrap

Team-Profile-Generator | [designs-by-kate/Team-Profile-Generator \(github.com\)](#) | [My Team \(designs-by-kate.github.io\)](#)

- Summary: Node.js command-line application designed to simplify the process of creating a webpage.
- Role: Sole author
- Tools: HTML, CSS, JS, jQuery, Bootstrap, NODE.js, JEST,

WORK EXPERIENCE & SKILLS

Dental Nurse/ Receptionist | Millennium Dental Clinic, Gosport Sep 2020 to Dec 2023

Teamwork - Collaboratively provided chairside assistance to the dentist during procedures.

Training and Mentoring - Effectively trained and mentored new staff.

Coordination and Management - Orchestrated treatment plans and managed insurance matters.

Reception Management - Adeptly handled patient interactions, optimized **scheduling**, and efficiently oversaw administrative tasks.

Dental Nurse | Innovate Dental Studio, Lee On The Solent Dec 2017 to Apr 2020

Teamwork - Provided chair side assistance.

Digital Skills - Refined dental program Excel to meet dentist expectation, and actively contributing to website editing and maintenance.

Project Management - Created engaging PowerPoint presentations for promotional events.

Creativity - Designed promotional vouchers to boost marketing efforts.

Inventory Management - Efficiently managed stock rotation and orders.

Kitchen Assistant | Woodcot Lodge Care Home, Gosport Jan 2015 to Dec 2017

Leadership - Spearheaded a small team while effectively **multitasking**

Time Management - Prioritised workflow meticulously, ensuring a seamless and efficient operation

Lunchtime Supervisory Assistant | Grange Infant School, Gosport Nov 2014 to Jan 2015

Supervision Skills - Safeguarded the safety and well-being of students during lunch breaks.

Creativity - Organised play and games to engage students.

Education Support - Actively provided valuable educational support.

Conflict Resolution - Proactively addressed issues or incidents.

Dietitian Advisor | Oriflame, Poznan PL Aug 2012 to Jul 2013

Effective Communication - Delivered Nutritional Presentations and engaged in Public Speaking.

Training and Education - Spearheaded Training and Education for individuals and groups. **Customisation and**

Personalisation - Developed Customized Dietitian Plans.

Client Interaction - Established strong client relationships through active listening, motivation and support.

Data Analysis - Conducted Data Analysis to track client progress.

Health Promotion - Developed educational materials.

Collaboration and Interdisciplinary Work.

Professional experience during studies | Various Employers in Poland Sep 2005 to May 2008

Office Worker (ZIK) | Customer Telephone Support (Telekomunikacja Polska) | **Marketing Department Worker for IT Company** (PC Service) | **Consultant Moderator for a Medical Program** (Holicon, AOTM) | **Speaker Assistant** (Lama Gold)

Customer Service | Marketing and Promotion | Event Coordination | Consulting and Advising | Multitasking and Adaptability - Successfully managed a variety of responsibilities while studying at the university in Poland.

EDUCATION & QUALIFICATIONS

Open University – 2024

Diploma of Higher Education Diploma of Higher Education in **Computing & IT** and **Design**

Harriet Ellis – 2019

Diploma of Higher Education Dental Nurse National Diploma Dental Nursing NEBDN (Dental Nurse GDC 282026)

University of Life Sciences (Uniwersytet Przyrodniczy, Poznan) Poland – 2009

Bachelor of Science Food Technology and Human Nutrition (Major in Dietetics)

ADDITIONAL INFORMATION

Certificate, Full Stack Web Development

Certificate of Higher Education NCFE Level 2 Understanding Nutrition and Health [2017],

NVQ level 2 Kitchen Services / Certificate of Higher Education BTEC Level 2 / Certificate in Hospitality and Catering Principles [2017]

Languages – Polish, English

INTERESTS

Programming (Java, HTML, CSS, JavaScript), Photography, **Design**, Crafting, DIY, Nutrition, Cooking, Film, Sports (Swimming, Tennis, Squash, Volleyball).

REFERENCES

Available upon request.