

Karolina Szafran-Belzowska

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Profile Summary

Ambitious, enthusiastic and adaptable graduate of the Higher Diploma in Data Analytics at GMIT, interested in a career in a company that will enable me to develop the data analysis techniques I have learned. During the course I acquired skills in Python, HTML, Jupyter Notebook and I am currently learning JavaScript. I have communication and teamwork skills which I have developed through my study and work.

Education

- 2019 - Present: Galway-Mayo Institute of Technology
Higher Diploma in Data Analytics (Level 8)
Programming and Scripting, Computational Thinking with Algorithms, Data Representation, Fundamentals of Data Analysis, Programming for Data Analysis, Applied Databases, Web Application Development, Machine Learning and Statistics.
- 2003 - 2005: Poznan University of Technology, Poznan, Poland
Master of Science, Supply chain logistics, Enterprise logistics (Level 8)
Logistics Management, including Supply Chain Management, Quantitative and Decision Aiding Methods for Logistics, Process and Project Management, IT and Computer Systems in Logistics and Manufacturing/ Distribution/ Transportation Management.
- 1999 - 2003: Calisia University, Kalisz, Poland
Bachelor of Business Management (Level 7)

Trainings and courses

- 2017 Occupational First Aid, Level 5
- 2018 University of Cambridge, First Certificate in English, Level B2 (3 months course in Corrib English School, Galway)
- Ongoing Tesco Training Courses (Age Restricted Sales, Fire Safety, Health and Safety)

Projects

All my projects are available on GitHub: <https://github.com/karolinaszafranbelzowska/Higher-Diploma-in-Science-Data-Analytics---GMIT-2021>

Key Skills

Computer: Python Programming, HTML, Jupyter Notebook, Microsoft Office
Communication: Excellent communication skills developed through college and work experience.
Team-working: Strong team player within small group or big team, able to take up on lead if required

Work Experience

Nov 2015 - current: Tesco Ireland - Galway
Role: Cash Office Assistant
Responsibilities:

- Recording information regarding all transactions in computer by using Tesco Back Office.
- Processing TILLS transactions, including checks, cash and credit purchases or refunds.
- Preparing, submitting and analyzing daily and weekly cash reports.

- Working closely with Customer Service Desk and Management to solve problems and handle customer concerns.
- Actively contributing to inclusive and positive work environment by improving current processes and reporting issues of non-compliance to Cash Office/Compliance Manager.

Oct 2007 – Nov 2015: Tesco Ireland - Galway

Role: Customer Assistant

Responsibilities:

- Providing fast and effective checkout service, maintaining high levels of customer care.
- Providing assistance to customers seeking advice on product, ensuring outstanding levels of guidance and service.
- Processing returns and exchanges.
- Opening and closing checkouts when needed and preparing tills for the next day.

Sep 2003 – Sep 2007: Calisia University, Kalisz, Poland

Role: Senior Administration Clerk, HR

Responsibilities:

- Maintaining all office files, both electronic and hard copies.
- Completing and verifying documents related to employment and termination of employment of administration and technical service employees.
- Keeping personal annual records of working time of administration and technical service employees.
- Determining employees entitlements to an internship allowance, jubilee bonus, disability and retirement benefits.
- Preparing, receiving and sending information packages, reports and publications.
- Keeping a register and statistics of employment of employees.

Aug/Sep 2003: MultiMedia Poland

Role: Call Centre Operator

Responsibilities:

- Explaining procedures, answering questions, providing information to customers.
- Making sales or providing recommendations for products.

References

Mario Jasso, Cash Office/Compliance Manager, Tesco Ireland, 0863246616

John Donoghue, Line Manager, Tesco Ireland, 0876850179