**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*