Kasia Wellhausen

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Portfolio

Personal Profile

Past: In my previous roles in sales and account management, I honed my skills in client relationship management, time management, and communication. However, my passion for technology and desire to pursue a career in IT/software development led me to seek out opportunities to expand my knowledge and skill set in this field.

Present: Currently, I am actively engaged in Just IT Training Ltd's Digital Skills Bootcamp: Software Development. Through this training, I am enhancing my understanding of Agile methodologies, software development life cycle (SDLC), and core programming languages, preparing myself for a career transition into the dynamic field of IT/software development.

Future: Looking ahead, I am eager to leverage my newfound skills and knowledge to pursue opportunities in IT/software development roles. With a solid foundation in IT training and a passion for technology, I am committed to contributing my expertise to innovative projects and driving positive change in the tech industry. My goal is to continuously expand my skill set, stay updated on emerging technologies, and make meaningful contributions to the advancement of IT/software development.

Education and IT Training

02/24 -Present

Just IT Training Ltd, London
Digital Skills Bootcamp: Software Development
A twelve week intensive bootcamp covering the fundamentals of Web and Software development.

09/2016-06/2018

London South Bank University, London
Master of Science in International Business

Core Modules: Marketing, Analytical Techniques, International Finance, Trade

Final Year Project: *"Luxury goes Online" Bvlgari brand compatibility with online marketing*

09/2010-06/2014

Aarhus University, Denmark
Bachelor of Art in International Communication and Multimedia

Core Modules: Multimedia including Coding, Branding Communications, Marketing, Project Management
Languages: HTML, CSS, PHP, SQL Adobe (Photoshop, Illustrator, Premiere Pro)
Final Year Project: *Branding Communications - Digital Luxury*

09/2006-06/2010 **Henryk Sienkiewicz High School, Poland**
A Level (equivalent): Polish (A), Maths(A), English (A)

IT Skills

I possess a solid foundation in IT skills, including a basic understanding of networking protocols and configurations such as TCP/IP, DNS, and DHCP. I have experience working with various operating

systems, including Windows, macOS, and basic Linux command-line operations. I am proficient in using office tools like Microsoft Office Suite (Word, Excel, PowerPoint) and Google Workspace (Docs, Sheets, Slides). Additionally, I have basic knowledge of version control with Git and GitHub, as well as an introduction to SQL and experience with basic database operations using MySQL or SQLite.

Software Development Skills:

- Agile Methodologies: Understanding of Agile principles and participation in Scrum or Kanban practices during project work.
- Software Development Life Cycle (SDLC): Basic knowledge of SDLC stages, including requirements gathering, design, development, testing, and maintenance.
- Debugging and Testing: Experience with debugging tools and writing unit tests using frameworks like JUnit (Java) or pytest (Python).
- Integrated Development Environments (IDEs): Familiar with using IDEs such as Visual Studio Code, IntelliJ IDEA, or PyCharm.
- API Integration: Basic experience in integrating third-party APIs into projects.

Web Technology:

- HTML/CSS: Proficient in creating and styling web pages using HTML5 and CSS.
- JavaScript: Basic understanding of JavaScript for enhancing web interactivity.
- React: Introduction to building user interfaces using React, including components, state, and props.
- Responsive Design: Knowledge of responsive web design principles using frameworks like React.
- Web Hosting: Basic experience with deploying websites on platforms such as GitHub Pages or Netlify.
- Content Management Systems (CMS): Introduction to CMS platforms like WordPress for managing web content.

Core Programming Languages:

- Python: Understanding of Python basics, including data structures, control flow, and libraries like pandas and numpy.
- JavaScript: Basic proficiency in JavaScript for front-end development, including DOM manipulation and event handling.
- SQL: Ability to write basic SQL queries for data retrieval, insertion, and updating.

Projects:

1. Personal Portfolio Website

- Description: Developed a personal portfolio website to showcase my skills, projects, and resume.
- Technologies Used: HTML5, CSS, JavaScript, React, Git, GitHub Pages.
- Key Responsibilities:
    - Designed and implemented the website using HTML and CSS for structure and styling.
    - Utilised React to create reusable components for different sections of the website.
    - Deployed the website using GitHub Pages, ensuring it is accessible and easy to update.
- Outcome: Successfully created a professional and visually appealing online portfolio that effectively highlights my technical skills and projects.

2. Task Management Application - To-do List

- Description: Built a task management application to help users organise their tasks and track progress.
- Technologies Used: HTML5, CSS, JavaScript, Git
- Key Responsibilities:
    - Designed and implemented the website using HTML and CSS for structure and styling.
    - Implemented core functionalities including adding, editing and deleting.
    - Integrated local storage to store and retrieve task data, ensuring data persistence.
    - Conducted unit testing to ensure the application's functionality and reliability.
    - Used Git for version control.
- Outcome: Developed a fully functional task management application that helps users stay organised and manage their time effectively.

3. Password Strength Checker

- Description: Created a password strength checker to help users evaluate the security of their passwords.
- Technologies Used: Python, Tkinter.
- Key Responsibilities:
    - Developed the user interface using Tkinter for a simple and user-friendly experience.
    - Implemented the password strength evaluation logic in Python, incorporating criteria such as length, complexity, and the inclusion of special characters.
    - Provided real-time feedback on password strength.
    - Conducted testing to ensure the accuracy and reliability of the strength assessment.
- Outcome: Successfully developed a tool that provides immediate and clear feedback on password strength, helping users create more secure passwords.

Employment History

10/2018-Present   **Sass & Belle, London**
                              UK & Ireland Trade Manager

- **Time Management and Organisational Skills:** Efficiently managed the scheduling and coordination of product launches and promotional activities by working closely with the ecommerce team. Organised and assisted with all activities related to my accounts, including bespoke product launches, to ensure deadlines were met and maximum profit was achieved. Led a team of four people, delegating tasks and ensuring that all team members were aligned with project timelines.
- **Customer Service Skills:** Acted as the lead point of contact for our biggest online customers, such as eBay and Amazon. Provided exceptional customer service by assisting customers with the selection of new lines during range reviews and ensuring their needs were met promptly and effectively.
- **Written and Verbal Communication Skills:** Maintained close client relationships through regular communication, both written and verbal, to check brand presence, update product descriptions, and negotiate contracts. Successfully attended trade shows, representing the company and engaging with potential clients.
- **Team Working Skills:** Collaborated closely with the ecommerce team on promotional activities, new collection launches, and sales strategies. Worked together to align our efforts, ensuring a cohesive approach to achieving company goals and maximising profits. Managed a team of four people, fostering a collaborative environment and facilitating effective team communication.
- **Flexibility and Adaptability:** Adapted to changing stock levels and customer demands by regularly checking inventory and liaising with customers regarding restocking. Demonstrated flexibility by actively seeking new business opportunities and adjusting strategies to meet the dynamic market needs.

- **Troubleshooting and Problem-Solving Skills:** Effectively managed and resolved issues related to dropshipping accounts and customer inquiries. Identified and addressed potential problems in brand presence on eBay and Amazon by regularly checking images and product descriptions, ensuring compliance with the company's terms and conditions.

03/2017-09/2018   **STORM, London**
                        Account Manager
- **Time Management and Organisational Skills:** Efficiently managed the scheduling and coordination of product uploads, promotions, and mark-downs for the House of Fraser concession account using iLevel software. Created and adhered to marketing calendars, ensuring timely follow-up on all events to maximise profit.
- **Customer Service Skills:** Acted as the lead point of contact for six key accounts, including House of Fraser and Debenhams, and approximately 150 independent accounts and clearance companies. Maintained strong, long-lasting client relationships by assisting customers with the selection of new lines during range reviews and ensuring their needs were met promptly.
- **Written and Verbal Communication Skills:** Maintained close client relationships through regular written and verbal communication, ensuring accurate product info and positive online brand presence. Sent out newsletters via MailChimp on new events and product launches to all customers. Attended trade shows, effectively representing the company and engaging with potential clients.
- **Team Working Skills:** Collaborated closely with internal teams to organise and assist accounts with all online activities. Worked together to align efforts, ensuring a cohesive approach to achieving company goals and maximising profits. Managed cross-functional tasks with marketing and sales teams to implement promotional activities.
- **Flexibility and Adaptability:** Adapted to changing market demands by actively prospecting and seeking new business opportunities. Adjusted strategies to meet dynamic customer needs and stock levels, ensuring continued growth and client satisfaction. Efficiently used iLevel software to manage product updates and promotions.
- **Troubleshooting and Problem-Solving Skills:** Effectively managed and resolved issues related to account management and customer inquiries. Analysed customer buying behaviour and trends through weekly reports, identifying and addressing potential problems. Ensured accurate pricing, images, and product descriptions on all online platforms, proactively solving any discrepancies.

10/2013-03/2017   **IBB London, London**
                        Account Manager
- **Time Management and Organisational Skills:** Effectively managed multiple tasks related to the Amazon account, including uploading new lines, processing orders, returns, and invoices on the Vendor website. Prioritised tasks to ensure on-time deliveries and smooth operation of the accounts.
- **Customer Service Skills:** Acted as the primary point of contact for customers, providing exceptional customer service by overseeing vital tasks to ensure smooth account operations. Assisted customers with the selection of new lines and ensured all dispatched stock met customer requirements, including packing and labelling.
- **Written and Verbal Communication Skills:** Communicated directly with suppliers to monitor production and delivery status, as well as with customers to compile reports and address inquiries. Liaised with the assay office for creating new lines and catalogues for special occasions.
- **Team Working Skills:** Collaborated with colleagues to ensure efficient operations and customer satisfaction. Worked closely with suppliers and customers to address any issues and ensure timely delivery of goods. Attended jewellery trade shows like International Jewellery London, representing the company and engaging with potential clients.
- **Flexibility and Adaptability:** Adapted to changing customer demands and production schedules by monitoring and adjusting processes to ensure timely deliveries. Demonstrated flexibility by taking on additional responsibilities, such as creating new lines and catalogues, as needed to support the smooth running of operations.

- **Troubleshooting and Problem-Solving Skills:** Proactively addressed issues related to stock quality and customer requirements by ensuring all dispatched stock met standards. Resolved any discrepancies in packing and labelling to maintain customer satisfaction and uphold brand reputation.

Interests and Achievements

Computing: As a hobbyist in IT, I am deeply passionate about exploring various aspects of technology, particularly in cybersecurity and artificial intelligence (AI). At home, I enjoy assisting family and friends with their tech-related issues, such as troubleshooting software problems, setting up hardware devices, and providing guidance on using digital tools effectively. I have experience navigating and troubleshooting Windows and macOS environments; and setting up and configuring peripherals such as printers, scanners, and external drives.

Hobbies:

- Tennis: Playing matches and tournaments, enjoying the competitive aspect and social connections.
- Learning Spanish: Immersing myself in language study to broaden cultural understanding and communication skills.
- Baking: Experimenting in the kitchen, sharing homemade treats with friends and family.

References available upon request