

Patricia Garcia

M: 07972714777 | E: pamcg31@gmail.com | L: London

PERSONAL PROFILE

A highly motivated and detail-oriented individual, with a strong passion for technology and a deep desire to transition into a career in web development. Eager to learn and gain skills to become a skilled full-stack web developer.

WORK EXPERIENCE

May 2023 - Present

Administrator | Mary's Team of Carers LTD

- Accurately managed and maintained client records ensuring data accuracy and confidentiality
- Diligently reviewed and verified documents, including care plans, policies, contracts and invoices to identify errors or discrepancies
- Developed and implemented streamlined processes for data entry and reporting
- Collaborated with carers, clients and their families to ensure a high standard of care
- Managed a busy office environment, handling multiple tasks simultaneously
- Prioritised assignments to meet deadlines
- Utilised various software tools, such as Microsoft Excel for data entry and reporting, becoming proficient in their use

Oct 2022 – May 2023

Customer service assistant | Waitrose & Partners

- Operate point-of-sale system and maintain accurate cash handling procedures in a fast-paced environment
- Collaborate with team members and supervisors to ensure efficient and effective store operations
- Assist with pricing and displaying products, following company guidelines
- Stocked shelves and rotated inventory to ensure availability of products
- Demonstrated knowledge of store products, promotions and pricing to assist customers with purchasing decisions

July 2021 – Aug 2022

Team member | Taco Bell

- A key team member in a high-pressure environment serving and preparing food to quality standard and efficient running of services for both customers and delivery orders
- Ensured safe and accurate preparation and assembly of food by adhering to company policy and guidelines
- Maintained a professional attitude when liaising and cooperating with members of management, customers and third-party delivery service through the company's principles
- Maintained the appearance of the store by ensuring hygiene standards are met
- Trained new starters to ensure and be able to demonstrate awareness of procedure
- Proactive in developing all-rounder skills in each workstation, such as till operations, food preparation and assembly station, in a short amount of time

EDUCATION

Sept 2018 – July 2019

University of East London

- BSc (Hons) Public Health Foundation Year - PASS

Sept 2016 – Jul 2018

London Southeast Colleges

- BTEC Level 3 Extended Diploma in Health & Social Care - DDM

Sept 2011 – Jul 2012

St. Charles Sixth Form College

- 5 GCSEs with grades A – C

KEY SKILLS

- | | | |
|-------------------|-------------------|--------------------------------|
| · Data Accuracy | · Team work | · Organised |
| · Time management | · Error Detection | · Initiative and self-learning |
| · Problem solving | · IT skills | · |

REFERENCES

Available upon request