



Curriculum Vitae

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D.O.B.: 17/03/1994

Nationality: Polish

Personal Statement

I am a person who is reliable and hardworking. I am always putting my work at first place making sure that I will meet my deadlines. Punctuality and solving problems are ones of my best skills. I am a quick learning person who have a good knowledge on how to work in a team, many times referring to Belbin's or Tuckman's theories. I am a polite and self-motivated person. As I speak Polish and English language fluently it is good as I can translate conversation between businesses that do not have translator available at the time or just to help customers with understanding. On day to day bases I am always well prepared to work, well presented with a positive attitude to daily duties.

Skills

My skills are: communicative, IT skills, bilingual, good team worker, listening, leadership, interpersonal skills, self – control, organisation skills, prioritising, time management, eye to detail, quick learner and good manner in face-to- face conversations as well as over the phone or email.

Education

ZST 70, Gimnazjum nr 12 (POLAND, Plock) – 1st September 2007 – 5th January 2009.
High school + sport (Rowing)

Acton High School – February 2009 – June 2011.

GCSE's:

English Language – D; English Literature – D; Mathematics – C; Statistics – D; BTEC Science – Pass; IGCSE (English as a second language) – C; Key Skills – Level 1; Youth Awards – Passed; Food Technology – D; Polish – A*

Uxbridge College – 2011 – 2013 - BTEC Level 3 Extended Diploma in Business D D* D*

Experience

- **Nursery** – 2010 (one week). I have learned there how to solve the problems with children as well as how to organise a time for a group of kids. My duties were to prepare food for kids and make sure that they are feeling well.

- **Manager in Cleaning company-** 3 weeks, July/August 2012. My duties were to make sure everyone have their keys, set them work and working time for every day. I was also making sure that the clients are happy from our service.
- **Metro Bank in Uxbridge,** work experience 14th – 18th February 2013. My duties were to give customers help if needed and to make sure that all the gifts are available and make sure that each table have all the papers needed to open account, ISA etc.
- **Sports Direct –** (2-3 months). My role there was Customer Service. My duties were to help customers with finding clothing in our store, providing the sizes that customers have asked for, providing information about the products that we have in our store and keeping store floor tidy at all times making sure that all clothes are in size order and well presented to customers.
- **Quality Auditor at The COOK Kitchen -** (3 months) – temporary work. My key responsibilities were: monitoring standards of food safety, hygiene and due diligence within all operational departments ensuring compliance with laid down system requirements - results to operational and technical heads. I responsible for collating micro samples, completing paperwork and sending to an external laboratory for appropriate micro testing. I was responsible for ensuring that routine process quality and safety checks are carried out on a daily / weekly basis in a timely and efficient manner. I was also responsible for maintaining clean and effective operation of the technical office and equipment as well as responsible for completing routine tasks and calibration in accordance with system requirements. I was also responsible for driving improvement in areas of concern to reduce / eliminate system errors, identify areas of improvement, make recommendations and implement agreed improvements. My duties were to do Validation Check Sheet on daily basis (measuring food temperature after chilling to make sure the food temperature meet the criteria), Daily cold store Calibration Monitoring sheet (measuring temperatures of fridge's, freezers, and production area's temperatures to check if they are on target or not), Glass and Brittle Audit – weekly audit to cover all production areas and monthly to cover offices, toilets, shop, canteen and changing rooms. Another duty was to sending Micro Samples and completing paperwork including PO number. Other duties that I had were weekly scales check – to make sure all scales are good. Metal detector failures, Swabs: Environmental, Equipment and ATP. Checking Mix and Weight paperwork, taking hand swabs. I was also thought how to do GMP Audits and to investigate and complete incident forms. At Cook Kitchen I have also learnt how to check Batch Control Checks and I was also scanning important documents from folders and putting them into the system.
- **Administrator at Connect Personnel-** (3 weeks). My duties were to transfer temps documents from preori system to eclipse system. I was also answering phone calls and making calls to temps regarding work. I was putting booking into the system. I was also doing registrations and scan documents to our system, and making sure that the documents are real and up to date e.g. making sure that visa is real and is not out of date.

Interests and hobbies

- Learning new things and new environment, reading books, painting, rowing and travelling around the world.