

Paulina Kieć

ul. Piłsudskiego 7/3, 29-100 Włoszczowa, tel. +48 928 311 356, e-mail: pau.kiec@yahoo.co.uk

PROFESSIONAL EXPERIENCE

03.2003 - present

Highbury S. A., Cracow

Position: Assistant Director of the Board

Responsibilities:

- ⤴ Managing the current work of the office.
- ⤴ Ensuring smooth operation of computers and of the confidential data storage system.
- ⤴ Training employees in the field of office work and applicable procedures.
- ⤴ Supervising proper operation of the office, including making appointments and phone calls.
- ⤴ Monitoring bank accounts balance and expenses.
- ⤴ Drawing up meeting plans and preparing reports on the course of meetings, including board meetings.
- ⤴ Coordinating the work of other departments.
- ⤴ Working with customers, organizing corporate events.

02.2000 - 01.2003

Paul & Anna PHU Sp. z o.o.

in Cracow

Position: Department secretary

EDUCATION

1994 - 1998

Wyższa Szkoła Biznesu (Business Academy) in Dąbrowa Górnicza - full-time studies

Field of study: Management and Marketing

Title of the thesis:

- ⤴ Online store - Open source solutions an opportunity for development and existence of a small business in the global market

LANGUAGES SPOKEN:

English

Certificate of completing a language course confirming the language level as equivalent to C1 in accordance with the European Framework of Reference for Languages

CERTIFICATES

2000

Finance in Administration Certificate

OTHER SKILLS

- ⤴ Shaping the image of the company by ensuring the continuity and reliability of the operation of the office, maintaining proper communications between the company and its customers, proper management of the current tasks performed by the office.
- ⤴ Ability of comprehensive planning and proper prioritization, including performance of the duties of an assistant, handling invoices, billing, making purchases for the office.
- ⤴ Supporting purchases for the office, ensuring an adequate level of operation of the office.
- ⤴ Saving money through finding, purchasing and implementing cost-effective solutions in the office, ensuring the economic use of office equipment such as copiers and printers.

I agree to have my personal data processed for any purposes necessary to the recruitment process in accordance with the Personal Data Protection Act of 29 August 1997, Dz. U., No. 133 item 883.