

## CURRICULUM VITAE

### PERSONAL DATA

Name and surname: Anna Kowalska  
Date of birth: 12/04/1983  
Address: ul. Mostowa 6, 01-000 Warsaw  
E-mail: anna.kowalska@mail.pl

### EDUCATION

10.2001 – 06.2004 Wyższa Szkoła Handlowa (University of Business) in Warsaw  
Field of study: Economics - BA Degree

### PROFESSIONAL EXPERIENCE

- 07.2009 – present Regional Sales Representative – company ABC sp. z o.o., Warsaw
- offering and sale of products from the company portfolio
  - implementation of sales plans
  - advisory services concerning the use of products
  - after-sales customer service
  - providing trainings for customers
- 09.2006 – 06.2009 Sales Representative – ABC company, Warsaw
- acquiring new customers
  - building and maintaining long-term relationships with customers
  - conducting trade negotiations
  - participation in trade fairs
  - creating a positive image of the company among customers in the subordinated area
  - implementation of sales plans
  - reporting
- 10.2004 – 08.2006 Sales Representative – ABC company, Warsaw
- acquiring new customers interested in the services offered by the company
  - maintaining appropriate relationships with current customers
  - negotiating trade terms
  - submitting daily/weekly reports
  - cooperation with the Department of Procurement Implementation

### COURSES AND TRAININGS

- "Effective Communication" Training
- "Effective Sales Techniques" Training
- "Customer Value Management" Course

### LANGUAGES SPOKEN

- English - advanced
- German - basic

### SKILLS

Computer skills: MS Office (Word, Excel, PowerPoint)  
Driving license B category

### ADDITIONAL INFORMATION

Traits of character: communication skills, responsibility, punctuality, stress resilience, good organization of work  
Interests : fashion, fitness, Polish movies



*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.*