

## CURRICULUM VITAE

### PERSONAL DATA

Name and surname: Anna Kowalska  
Date of birth: 12/04/1980  
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### EDUCATION

10.1999 – 06.2004 Szkoła Główna Handlowa w Warszawie (Warsaw School of Economics)  
Field of study: Economics - MA Degree

### PROFESSIONAL EXPERIENCE

**03.2011 – present**

#### **Sales Director – XYZ company, Warsaw**

- effective management of the team and its motivation and development
- management of the overall sales process and participation in the development of sales plans
- developing and implementing new business solutions for the process of sales support and customer service
- analysis of competition and development trends in the sales sector
- market and competition monitoring
- ensuring a positive image of the company
- reporting to the Board

**09.2008 – 02.2011**

#### **Key Account Manager – ABC company, Warsaw**

- active acquisition and customer service
- identifying and defining customer needs and advising on solutions offered
- preparation of tenders and sales presentations
- negotiating terms of cooperation and maintaining long-term relationships with customers
- managing a team of consultants
- responsibility for the achievement of set sales goals
- cooperation with other departments of the company

**10.2004 – 08.2008**

#### **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

- "Persuasive Marketing" Training
- "Effective Sales Techniques" Training
- "Customer Value Management" Course

### LANGUAGES SPOKEN

- English - advanced
- German - basic

### SKILLS

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

**ADDITIONAL INFORMATION**

Character traits: responsibility, diligence, communication skills, creativity, independence and entrepreneurship

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.*