

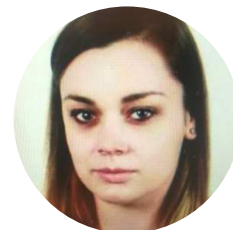
# AGATA MARCINIEC

## AP Accountant

✉ marciniec.agata@gmail.com  
📍 Trójmiasto, Polska

☎ +48-692-435-569

✉ ul. Nowogrodzka 41/7, 81-312 Gdynia



## EXPERIENCE

### AP Accountant

#### Thyssenkrupp Group Services Gdańsk sp. z o.o, Gdańsk, Poland

📅 Jan 2020 – Ongoing 📍 Gdańsk

- Taking responsibility for AP processes
- Daily invoice reviewing and posting
- Ensuring correctness of postings
- Reviewing and verifying invoices, checking requests
- Preparing process documentation and dashboards

### Certificates Processing Specialist

#### Thyssenkrupp Group Services Gdańsk sp. z o.o, Gdańsk, Poland

📅 Mar 2019 – Dec 2019 📍 Gdańsk

- Processing incoming material certificates
- Managing daily workload
- Conducting process related trainings for coworkers
- Cooperation with other teams as required (accounting support)
- Daily communication with customer
- Preparing ad hoc reports
- Handling queries and escalations
- Supporting the Management Information System to track receivables' KPI

### Junior Certificates Processing Specialist

#### Thyssenkrupp Group Services Gdańsk sp. z o.o, Gdańsk, Poland

📅 March 2018 – March 2019 📍 Gdańsk

- Intern

📅 Jan 2018 – Mar 2018

### Laboratorian

#### Laboratorian, Lab Testing Services at "Biochemik" sp. z o.o, Śmitowo, Poland

📅 June 2016 – Aug 2017 📍 Śmitowo

- Implementation of microbiological methods in the laboratory
- Development of instructions, procedures and test reports
- Developing and maintaining customer relationships
- Performing quality control tests and participation in validation processes

## EDUCATION

M.Sc. Environmental Protection and Management,  
Management of water resources

#### Poznań Adam Mickiewicz University

📅 Oct 2015 – Oct 2017

B.Sc. Chemistry,  
Chemistry of environment

#### Poznań Adam Mickiewicz University

📅 Oct 2011 – Oct 2015

Bilingual class with Polish-Spanish lectures

#### 1st High School Bydgoszcz

📅 Sep 2007 – June 2011

## LANGUAGES

🇵🇱 Polish ●●●●●

🇪🇸 Spanish ●●●●●

🇬🇧 English ●●●●●

🇷🇺 Russian ●●●●●

## STRENGTHS

MS Office Proficiency

SAP knowledge

Excel, Word and Outlook professional

Team player, team work abilities

Ease of learning new areas of knowledge

Eye for detail

Goal oriented work

I hereby give consent for my personal data included in my offer to be processed for the purposes of recruitment, in accordance with the Personal Data Protection Act dated 29.08.1997 (uniform text: Journal of Laws of the Republic of Poland 2002 No 101, item 926 with further amendments).

## Intern

**Laboratorian, Lab Testing Services at "Biochemik" sp. z o.o, Śmitowo, Poland**

📅 Mar 2016 – June 2016

📍 Śmitowo

## Intern

**R&D Department, Philips Lightning Poland sp. z o.o, Piła, Poland**

📅 Aug 2014 – Sep 2014

📍 Piła

- Philips InstantTrust Marine – innovative technology of water treatment

## COURSES / CERTIFICATES

📖 **Corporate Accounting Course**  
**Shared Service Center/Business Process Outsourcing**  
**Sopot University of applied sciences, Sopot, Poland**

📅 Nov 2017 – Mar 2018

- Introduction to Accounting
- Structure, procedures and activities of BPO
- Financial and accounting systems of ERP – SAP class
- MS Excel course

📖 **Fundamentals of Accounting**  
**Thyssenkrupp Group Services Gdańsk**

📅 Mar 2019 – May 2019

- Accounting Academy course

📖 **Lifeguard license no 7243/PO**  
**WOPR**

- Pool and Lake Lifeguard
- Yacht skipper license no C/914

📖 **First aid team member**  
**Thyssenkrupp Group Services Gdańsk**

- First aid certificate no. 40/02/19

## ACTIVITIES

📖 **Year Prefect**  
Chemistry and Biology studies, Poznań  
📅 Oct 2011 – Oct 2017

🏆 **Player**  
Polish Academy Championships in Basketball, Gdańsk  
📅 Nov 2012

👥 **Volunteer – Group Leader**  
World Youth Day in Madrid  
📅 July 2011 – Sep 2011

👁️ **Volunteer – Media Service**  
European Women Basketball Championship in Bydgoszcz  
📅 June 2011 – July 2011

🎯 **Contender**  
Sport Club UKS "BLEKITNY DELFIN", Bydgoszcz  
📅 Sep 2007 – Sep 2010

## HOBBIES



Spanish culture



Swimming



Travel



Squash

I hereby give consent for my personal data included in my offer to be processed for the purposes of recruitment, in accordance with the Personal Data Protection Act dated 29.08.1997 (uniform text: Journal of Laws of the Republic of Poland 2002 No 101, item 926 with further amendments).