

Curriculum Vitae



First name / Surname

Katarzyna Hryniewicka

City of residence

Amsterdam

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Date of birth

07.06.1980, Poland

Languages

English, Polish – fluent; Dutch - intermediate, Russian - beginner

WORK EXPERIENCE

Position Held

Business Engagement - Carrier Relations & Presales

Dates

August 2013 – Present

Employer

Linxtelecom (ICT, Telecommunication)

Main activities and responsibilities

Carrier Relations Management including building up, developing and maintaining business relations with local and international partners and suppliers, finding new ones and contracting with them; purchasing goods and services at best prices and terms.
Teaming up with Sales Account Managers by providing fast, reliable and concrete information in order to win deals
Negotiating and liaising with suppliers and subcontractors in order to obtain the most attractive prices for different Telecommunication Services
Responsibility over entire quoting process: from opportunity through preparation of quotes for customer (enterprises, operators, governmental) to handover of signed orders to Service Delivery & Implementation;
Managing the risk caused by having to deal with unsure or incomplete supplier information
Maintaining database of suppliers and subcontractors
Project Management Database maintenance (CRM)

Position Held

Online Advertising Sales Executive

Dates

September 2012 – February 2013 (temporary position)

Employer

eBuddy (Online Media)

Main activities and responsibilities

Working in Team with Premium Ad Sales Manager
Monitoring and coordination of international ad campaigns - web and mobile.
Ensuring smooth implementation, optimization and successful execution.
Daily contact with all international partners such as sales houses, ad networks, ad network optimizers, aggregators and technology partners
Supporting and improving the sales process to ensure targets are met
Support account- and yield managers premium and remnant ad sales in their daily work, with ordering, reporting, issues;

Position Held Dates Employer	Online Media Production Manager April 2010 – September 2012 (2 years, 6 months) Spotzer Media Group (Online Advertising Agency)
Main activities and responsibilities	<p>Completion of online media production projects such as video advertisements, photo collages, generic ready to air ads</p> <p>Coordinating, monitoring and summarizing the progress of the project, from the reception of a production order to publishing. Successful in delivering projects in accordance to strict SLA's and within very tight deadlines. Managing problems, maintaining a high level of product quality</p> <p>Coordinating videographers, copywriters, voice-over artists, photographers, editors:</p> <ul style="list-style-type: none"> - assigning jobs/responsibilities, setting deadlines - coaching, providing with feedback <p>Creation/edition of some assets, video editing, publishing (Adobe Photoshop, Final Cut Pro)</p> <p>Project management system used: Salesforce</p>
Position Held Dates Employer	Assistant Manager Warehouse & Distribution September 2008 – April 2010 (1 year 8 months) Time Warner, TW4 (Media Publishing industry, Fulfillment Services)
Main activities and responsibilities	<p>Contact with client representatives, third parties and contact person for supplier invoice enquiries. Support within PLS aimed at managing timely and correctly delivery of services, correct following and improving of procedures</p> <p>Coordination and processing of non-standard work order requirements</p> <p>Coordination of warehouse processes and jobs, stock balance</p> <p>Monitoring communication logic and procedures for all standard, day-to- day activities, especially in relation to warehouse, customs, transport, postal affairs</p> <p>Monitoring rolling workload planning for warehouse operations, volume forecasting</p> <p>Reporting on developments and actively intervene in appropriate cases</p> <p>Due-date management for all orders placed in corporational systems by PLS -</p> <p>Act as all-round back-up for operational and administrative departmental tasks</p> <p>Controlling File interfaces and system jobs</p>
Position Held Dates Employer	Planning and Logistical Services October 2007 – September 2008 (1 year) Time Warner, TW4 (Media Publishing industry, Fulfillment Services)
Main activities and responsibilities	<p>Product related inventory planning (book ,CD,DVD & Video, Magazines)</p> <p>Updating and reporting statistics on standard processes to indicate fluctuations against estimates and agreements with vendors, incl. forecasting</p> <p>Ordering products & planning for stock demand</p> <p>Contact with marketing team in Sydney</p> <p>Coordination of the production flow</p> <p>Inventory control, stock balance maintenance</p> <p>Cost control reporting for main client's inventory</p> <p>Assistance with system development & maintenance</p>

Position Held **Operation and Planning Assistant**
Dates **January 2007 – October 2007 (10 months)**
Employer **FOC B.V. at Bloemenveiling, (Import and Export)**

Main activities and responsibilities
Control of daily operational procedures, collecting and processing data, creation of daily auction documents
Complex reporting
Administration
Assistance to Management Team

EDUCATION

University of Humanities and Economics in Lodz, Poland
Masters Degree, Foreign Languages Didactics
2002 – 2004
Activities and Societies: Pedagogical Club and Film Discussion Club
Mazurian University in Olecko, Poland
Bachelor, Philology, Translations
1999 – 2002

SKILLS AND COMPETENCIES

Strong in prioritizing and time planning
Excellent multitasking ability
Good self-management and organizational skills
Good sense of diplomacy and sensitivity in interactions with third parties
Pro-active attitude and hands-on mentality
Ability to deliver within tight time lines
Attention to detail
Affinity with numbers
Strong in project coordination
Experience working in multinational business environments

Microsoft Office
Microsoft CRM
Salesforce
OpenX
Adobe Photoshop
Final Cut
HTML
Wordpress
Google Adwords – some experience
SEOmox – some experience

INTERESTS AND HOBBIES

Adventure travels and nature photography, digital image editing, 4x4 adventure, mountain hiking, backpacking, digital & social media, blogging, visual arts, independent craft arts