



# Dorota Załucka



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## ABOUT ME

I am determined to take a bold step towards **software testing and quality assurance**. Thanks to my curiosity and very good work organization, I know that I will be able to handle **reporting and documenting test results**. My experience as an Office Manager, enriched with an **intensive "Manual Tester" course**, inspires me to take on new challenges as a **QA**. I am also actively **preparing for the ISTQB exam**, expanding my competences.

## SKILLS

- JIRA & GIT
- manual testing skills
- Postman
- basic knowledge of SQL
- testing in the BDD methodology
- ECDL certificate
- knowledge of rental law
- MS Office and Google Workspace
- Saldeo smart
- focus on quality
- accuracy and attention to detail
- knowledge expansion and self-development
- GOE Poland - title "The most Can Do Person of 2023"

## LANGUAGES

- Polish native
- English - B2
- Russian - A1

I hereby give consent for my personal data to be processed for the purpose of conducting recruitment for the position for which I am applying.

## SELECTED WORK EXPERIENCE

### Office Manager

**07/2023 - ongoing GOE Poland sp. z o.o.**

- Office and correspondence management.
- Issuing invoices, maintaining a register and entering invoices into the system.
- Office management.
- Maintaining office and personnel documentation.
- Cooperation with HR, accounting and legal departments.
- Writing official letters.
- Conducting recruitment.
- Close cooperation with the management, creating summaries and reports.
- Organizing and coordinating business trips.
- Calendar management.

### Property Management Expert

**10/2019 - 07/2023 Homfi sp. z o.o.**

- Management of rental properties.
- Telephone and e-mail customer service.
- Verification of lease documentation.
- Conducting training on lease agreement verification and supporting new employees in the buddy system.
- Coordinating the work of the agreement verification team.
- Close cooperation with agents, sales support and service department and legal department.
- Creating procedures, reports and audits.
- Settlement of utilities and payment of utility bills.
- Organization of repairs.
- Support for other teams.

## EDUCATION

### Software tester

**11/2023 - 03/2024**

**Software Development Academy**

- Test design techniques
- Testing tools
- Introduction to programming
- Selenium WebDriver basics
- Testing in BDD tetodes
- Basics of databases

### Finance and Accounting

**2018 - 2021**

**Cracow University of  
Economics**

- Bachelor's degree:  
Accounting and  
financial auditing