



# DAWID CZERWIŃSKI

Operations Specialist / Data Administration

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linkedIn  
📍 Krakow, Poland / Remote

## PROFESSIONAL SUMMARY

Meticulous administration specialist with experience in an international corporation (FedEx). Fluent in English (C1/C2) and proficient in MS Office. Experienced in documentation, procedures, and customer service. Characterized by accuracy, punctuality, and high work ethics.

## TECHNICAL SKILLS

Tools & Systems	MS Office, Outlook, Internal Systems (ERP/CRM), Google Workspace
Skills	Documentation Accuracy, Compliance & Procedures, Operational Plan Execution, Team Collaboration, Work Ethics
Languages	Polish (Native) • English (C1/C2 - Advanced Professional)

## WORK EXPERIENCE

<b>Project Worker (Logistics)</b>   AB Midden Nederland, Netherlands	Feb 2025 - Oct 2025
<ul style="list-style-type: none"><li>Execution of operational plans in a warehouse/production environment.</li><li>Physical work requiring accuracy and discipline.</li><li>Daily collaboration in English.</li></ul>	
<b>Operations Specialist / Administration</b>   FedEx Express Ireland, Krakow	Mar 2022 - Jul 2023
<ul style="list-style-type: none"><li>Verification of customs documentation and ensuring compliance with procedures.</li><li>Reporting and working with internal systems under time pressure (SLA).</li><li>Contact with international clients and collaboration within a global team.</li></ul>	
<b>Training Instructor / Mentor</b>   Giganci Programowania, Remote	Jan 2024 - Jun 2025
<ul style="list-style-type: none"><li>Conducting online training and preparing educational materials.</li><li>Reporting participant progress and communicating with clients.</li><li>Ensuring high quality customer service and company image.</li></ul>	

## EDUCATION

<b>Cracow University of Technology</b> - Field: Applied Mathematics (Applied Mathematics)	2020-2022
<b>AGH University of Science and Technology</b> - Field: Electronics and Telecommunications (Electronics and Telecommunications)	2019-2020

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