



DAWID CZERWIŃSKI

Operations Specialist / Data Administration

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🔗 github.com/Gzyms69

🌐 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

Project Worker (Logistics) | AB Midden Nederland, Netherlands Feb 2025 - Oct 2025

- Execution of operational plans in a warehouse/production environment.
- Physical work requiring accuracy and discipline.
- Daily collaboration in English.

Operations Specialist / Administration | FedEx Express Ireland, Krakow Mar 2022 - Jul 2023

- Verification of customs documentation and ensuring compliance with procedures.
- Reporting and working with internal systems under time pressure (SLA).
- Contact with international clients and collaboration within a global team.

Training Instructor / Mentor | Giganci Programowania, Remote Jan 2024 - Jun 2025

- Conducting online training and preparing educational materials.
- Reporting participant progress and communicating with clients.
- Ensuring high quality customer service and company image.

EDUCATION

Cracow University of Technology - Field: Applied Mathematics (Applied Mathematics) 2020-2022

AGH University of Science and Technology - Field: Electronics and Telecommunications (Electronics and Telecommunications) 2019-2020

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