

Karolina Dudek

4 Evergreen Drive, Marlboro, New Jersey 07746 United States
(732) 850-5786 | Karolina.Dudek370@gmail.com

EDUCATION

Rutgers University, New Brunswick, NJ September 2012 – May 2015
B.A. in Economics, Minors in Business Administration and Human Resource Management

Brookdale Community College, Lincroft, NJ September 2010 – May 2012
A.A. in Arts, Business Administration

EXPERIENCE

Mario Badescu Skin Care Inc., Edison, NJ October 2015 - Present

Senior International Account Manager

- Manage the complete purchase order cycle from entry to shipping for large international retailers across fifteen EU countries in a timely manner.
- Oversea completion of monthly promotions for international retailers, along with marketing campaigns and development of new product launches.
- Spearhead projects for inclusion of multiple language translations on compliant product assortment, package design, and training manuals to increase presence of brand internationally.
- Generate weekly and monthly sales reports for domestic and international wholesale accounts to review with company executives.

European Parliament, Brussels, Belgium June 2015 – July 2015

Intern for the Office of MEP Boguslaw Liberadzki

- Performed academic research on current events, such as the Transatlantic Trade and Investment Partnership with EU and USA
- Attended meetings and debates with the Progressive Alliance of Socialists & Democrats (S&D) Group, along with various officials in the Parliament and the Commission, to draft summaries and develop group positions on current issues
- Translated articles from Polish to English, drafted amendments, and briefed notes for committee meetings

Global Arena Capital, New York, NY January 2015 – May 2015

Wealth Management Intern

- Performed general administrative tasks directed by Senior Wealth Managers and Sales Assistants
- Conducted product, market, and client research
- Executed tasks and duties including data entry, updating client contacts and filing information

Mezza Luna, Manalapan, NJ October 2009 – June 2015

Server

- Provided direct attention to customers needs in a high performance culture, while effectively multitasking to serve approximately sixteen customers at a time.
- Exemplified strong communication skills when interacting with and serving customers
- Managed and mentored staff on company protocol to provide excellent customer service

SKILLS

Technical: Macintosh and PC Operating Systems, Microsoft Office (Word, PowerPoint, Excel, Outlook, Access), Sketch, InVision, Marvel, Adobe Illustrator, Adobe Photoshop, Quickbooks

Language: Fluent in Polish

Certification: Careerfoundry User Interface Design Immersion Certification & Dangerous Goods

Transportation by Air & Road