



KLAUDIA SZYMANOWSKA

E-BUSINESS STUDENT

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PROFILE

Graduate student at Copenhagen Business School. Great written and oral communication skills. Strong team player, ambitious and willing to learn new things. Used to work within project management, HR, sales and financial areas. Fluent in Polish, English and Spanish.

EDUCATION

SEP 2019 - PRESENT : MASTER'S DEGREE OF E-BUSINESS

Copenhagen Business School

OCT 2015 - SEP 2018 : BACHELOR'S DEGREE OF MANAGEMENT AND FINANCE

University of Lodz

FEB 2018 - JUN 2018 : ERASMUS+ EXCHANGE IN MILAN, ITALY

University of Milano-Bicocca

FEB 2017 - JUN 2017 : ERASMUS+ EXCHANGE IN SANTANDER, SPAIN

University of Cantabria

EXPERIENCE

JAN 2020 SALES REPRESENTATIVE (BOOT CAMP)

Valuer, Copenhagen

- » researching and identifying prospects to contact via cold calls and emails
- » building relationships with new clients across a variety of sectors
- » maintaining an organised pipeline using the CRM system

VALUER+

JUL - AUG 2019 RECEPTIONIST

BNP Paribas Real Estate, Warsaw

- » answering telephones and routing all calls as appropriate
- » greeting visitors and referring to the appropriate individuals
- » responding to general questions and providing information

 **BNP PARIBAS
REAL ESTATE**

EXPERIENCE

MAR 2019 - MAY 2019 PROJECT COORDINATOR'S ASSISTANT

euroMind, Sevilla

- » planning and organizing Erasmus+ KA102 projects
- » organizing cultural activities for international students
- » updating Social Media platforms
- » interpretation of courses and written translations of documents



DEC 2018 - FEB 2019 HR OPERATIONS ASSISTANT

Accenture, Warsaw

- » administrative support of the HR processes
- » input and update of data in HR systems
- » ensurance of proper documents process flow



OCT 2018 - NOV 2018 JUNIOR ACCOUNTANT

Stanley Black & Decker, Warsaw

- » verification and booking of invoices/credit notes
- » explaining inconsistencies on invoices
- » checking supplier balances

**Stanley
Black &
Decker**

PERSONAL SKILLS

ANALYTICAL	<div><div></div></div>
PROBLEM SOLVING	<div><div></div></div>
CREATIVE SKILLS	<div><div></div></div>
DETAIL ORIENTED	<div><div></div></div>
COMMUNICATION	<div><div></div></div>
TEAMWORK	<div><div></div></div>

LANGUAGES

POLISH	<div><div></div></div>	
ENGLISH	<div><div></div></div>	TOEFL iBT: 94
SPANISH	<div><div></div></div>	SIELE: C1
ITALIAN	<div><div></div></div>	

PROFESSIONAL SKILLS

MS OFFICE	<div><div></div></div>
SAP	<div><div></div></div>
C#	<div><div></div></div>
HTML	<div><div></div></div>
DRIVING LICENSE	<div><div></div></div>

HOBBIES

TRAVELLING	VISITED 20 COUNTRIES SO FAR
FOREIGN CULTURES	USED TO LIVE IN 4 COUNTRIES
LANGUAGES	WILLING TO LEARN DANISH!
VOLLEYBALL	PLAYING FOR ALMOST 10 YEARS