

Aleksandra Walkowska

Office Manager at SentiOne

Summary

N/A

Experience

Office Manager at SentiOne

kwiecień 2017 - Present

Lead Specialist - Recruitment Administration at Alexander Mann Solutions

listopad 2016 - kwiecień 2017 (6 mies.)

Senior Recruitment Coordinator at Alexander Mann Solutions

wrzesień 2015 - listopad 2016 (1 rok 3 mies.)

Core Responsibilities: #

- providing professional service in the field of Recruitment – administration duties #
- organizing meetings and scheduling teleconference/ video-conference / face-to-face interviews for the client, international pharmaceutical company (Czech Republic, Finland, Norway, Sweden and Denmark), #
- cooperating with the stakeholders: Talent Acquisition Department, on-site Recruitment Team, HR Departments, Senior Management and candidates from all over the world, #
- presenting update on the work of scheduling team during the weekly conference calls with the client, #
- training new employees.

Assistant to the Board at LPP S.A.

marzec 2015 - sierpień 2015 (6 mies.)

Core Responsibilities: #

- coordinating daily work of the Secretariat of the Board, #
- supporting the members of the Board in their daily duties, #
- organizing meetings for the Board of Directors, #
- contact with the stakeholders, taking care over the Directors' guest / visitors, #
- preparing documents and notes, #
- coordinating the proper circulation of documents, #
- translating documents (trade offers, manuals, emails / other correspondence with the Legal Department, presentations for the annual meetings of the management) and correspondence into English and Russian, simultaneous translations, #

- participating in the negotiations on business contracts with hotels in Poland and travel vendors, #
- supplying office in stationery, #
- business travel arrangements and delegations, travel settlements and reimbursements.

Assistant to the Facility Management Department at Olivia Business Centre

lipiec 2014 - marzec 2015 (9 mies.)

Core Responsibilities: #

- coordinating work of the Facility Management Department, #
- supporting the Chairman of the Board in his daily duties, #
- preparing summaries and reports, #
- organizing team meetings and meetings with the stakeholders and external guests, #
- preparing agendas, documents and notes from the meetings, #
- coordinating the proper circulation of documents, #
- translating documents (trade offers) into English, #
- supplying office in stationery, #
- monitoring the processes associated with the payment of compensation from the insurance of the company, #
- supporting Chairman in the recruitment processes for the new roles, HR duties.

Guest Services at Sheraton Hotels & Resorts

maj 2012 - czerwiec 2014 (2 lata 2 mies.)

Core Responsibilities: #

- operating the main email address and main phone number of the Sheraton Sopot Hotel, #
- coordinating the proper circulation of documents and information, #
- coordinating work of departments in the hotel, #
- servicing incoming and outgoing emails and courier services, #
- Concierge duties: meeting the requests of guests, organizing special events, #
- supplying the Front Office department in stationery, #
- preparing departmental trainings, #
- training new employees.

Education

Uniwersytet Gdański

Bachelor of Arts (BA), Russian Philology, 2004 - 2009

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[Contact Aleksandra on LinkedIn](#)