

Marzena Pugo

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AIRBUS DEFENCE & SPACE STEVENAGE

September 2017 –till now

Transport Coordinator

- Control and manage dispatching of goods via Service provider
- Manage shipments of payloads / oversized, special care cargo by approved hauliers or couriers
- Obtaining freight quotes
- Processing freight / courier invoices for payment ensuring accurate costing, charging to project where applicable
- Arranging the pre-shipment reviews
- Obtaining information requested from requestor and Export Control (EAR, ITAR)
- Operational liaison with National and international logistics transportation
- Forecasting shipment activity
- Raising and preparing Export shipping documents (pro-forma invoices, Dangerous Goods Declarations, Customs Declarations, T1 documents, Export Accompanied Documents, instructions given to the freight agents, NCTS) import clearance instruction sent to the agents
- Raising and updating SAP files with the information regarding export and import entry
- Raising non conformance reports
- Management of PO requisitions
- Transport costs management

LAMEX FOODS EUROPE LTD

April 2012 –September 2017

Export Coordinator

- Arranging Export Shipments of Frozen Meat and Fish to Asia (China, Hong Kong, Vietnam, South Korea), West Africa (Liberia, Benin, Gabon, Congo) and Caribbean
- Preparing the export documents (pro-forma invoices, Certificates of Origin, EUR1)
- Organizing Import loads of Chilled and Frozen Meat to the UK and Ro-Ro shipment in Europe
- Liaising with Customers, suppliers, vets, shipping lines and agents
- Booking containers and arranging Health Certificates and Containers inspections by Bureau Veritas
- Checking stock, advising trading teams and planning accordingly
- Obtaining necessary freight quotes, preparing and completing relevant shipping, customs and banking documents
- Checking sales, purchase, freight and other invoices relating to the export shipments

DHL SUPPLY CHAIN

August 2010- April 2012

European Tactical Planner in Fashion Division (DHL Control Tower)

- Organising the most efficient and cost-effective collection plans within the European service
- Analysing the strategic plan and the volume loads on daily and weekly basis
- Maximising loads fill from all countries to Processing Centers in the UK, Poland and Germany
- Reviewing the strategic collection plans daily in relation to providing cost effective solutions and reacting to unexpected
- Monitor business; negotiate rates with hauliers, quotations
- Daily relationships with international customers from France, the Netherlands, loading and delivery points, Customer support, treatment of orders
- Manage the stock inventory

GCA TRANSPORT LTD

July 2007—August 2010

Tank Container Operator

- Dealing with Export and Import spirits: alcohol, rum, whisky (hazardous goods) by Road, Sea and Rail Transport
- Moving and positioning empty tank containers from storage facilities in Europe to respond to customers' request
- Dealing with Sea freight (booking freight and empty tanks with main Shipping Lines in Europe)
- Dealing with DGN, AAD (Administrative Accompanying Document), CMR, Interchange documents
- Arrange and control collection/ delivery with hauliers,
- Dealing with Rail freight (arrangement of booking with Rail Operators in Europe)

TFE Normandy- France

June 2006-April 2007

Export Coordinator

- Dealing with Export operations to Belgium, Italy, Spain, the Netherlands
- Arranging collections and deliveries of freight
- Arranging freight returns in case of customers complaints
- Preparation of Transport planning
- Analyzing customers' requirements
- Answering of Customers queries and complaints and supplying additional information on deliveries

PANALPINA TRANSPORTS INTERNATIONAUX (Paris, France)

6 months placement - Business Process & Quality Department

- Elaboration and participation in Standard Operating Procedures and Processes to prepare Panalpina France ISO 9001 certification
- Participation in existing processes improvement

- Cooperation with the Security and Safety Department to create a Security Matrix included in the HSE handout (High Value Cargo procedure, procedures for safety measures for airfreight)
- Bringing up to date organization charts or other data published in the K-web (the internal website of PA)

FRANS MAAS (The Netherlands)

6- months placement- Business Process & Quality Service

- Marketing Plan Eastern Europe to double Frans Maas sales within 2004 (SWOT analyse of the company business, analyse of the market of East European hauliers and of Freight Forwarding business, analyse of the direct competitors of France Maas)
- Coordination of the effects of the expansion of the EU on marketing and operations of Frans Maas (analyse of a new economics situation in Eastern Europe and the opportunity of a new business exploration and of business expansion)

SCHNEIDER LOGISTICS EUROPE (The Netherlands)

4-months placement (Engineering Department and Brokerage Department)

- Conducting a market survey of Polish carriers to expand the activity of the company in Central Europe
- Carrying out bid comparison of prices of lanes for a customer in a plastics industry, rates inquiries in order to get better rates of transport for the Brokerage Department
- Participating in ISO training sessions
- Involving in data base cleaning operations to find competitive routes of transport (application of In-house systems), to Optimize the costs and to improve the Supply Chain Management

EDUCATION

- **May 2023- Dare IT- Cloud + Platform Engineer (GCP, Static website, virtual machine, AppEngine, VM Instances, Terraform, CI / CD)**
- **December 2022 Data Workshop-** Practical Machine Learning Course
- **September 2022 CFG-** Introduction to Data and SQL Course
- **September 2022 Data Workshop-** Practical Introduction to Statistics
- **June 2022 Coursera** - SQL Window Function for Analytics
- **May 2022 Coursera** - SQL For Data Science
- **April 2022** in progress **Analitik** Python from basics to practical application in the company
- **March 2022 Coursera** Tools for Data Science
- **November 2021-April 2022 Kodilla** Data Science Bootcamp (Python: objects, flask, form, data, web project, testing and publication, CRUD (database

communication), SQLite, SQLAlchemy, NumPy, Pandas, Matplotlib, Seaborn, Plotly, Dash, ML (Supervised and Unsupervised Learning)

- **2004- 2005 Master of Business Administration in** European Affairs, INSEEC School of Business-Paris (International Strategic Management, Analysing and Understanding of Foreign Markets, Business Plan, Risk Management, Managerial Accounting, Corporate Finance, Financial Accounting and Financial Analysis, Cross Cultural Management, Financial Management of International Business, international law)
- **2003- 2004 Ecole Europeenne des Transports (Business School of Transport and Logistics Management)** - second year (equiv. Bachelor) Paris-la Defense Institute of Higher Education Leading to a Master's degree in Transport Management and International Logistics. Accredited by the Institute of Logistics and Transport UK) and its international network
- **2002- 2003 Ecole Europeenne des Transports (Business School of Transport and Logistics Management)** – first year Paris- la Defense, Institute of Higher Education Leading to a Master's degree in Transport Management and International Logistics. Accredited by the Institute of Logistics and Transport (UK) and its international network
- **2000-2002 Three-year university degree in Dutch studies (University Paris-Sorbonne)** Major subjects: conversation, civilization, and vocabulary
- **1997- 2000 Two-year university degree** in Dutch studies (University Paris-Sorbonne)
- **1995- 1997** Two-year university degree in French-University Jagellonne, Poland (exam in the French Embassy
- Polish School Diploma- A level (X LO, Krakow)

COMPUTER KNOWLEDGE: Microsoft Office: Microsoft office
SAP (1.1 P11USRGRP ERP Production), SQL, Python, Jira, G Cloud, Linux, ML algorithms

INTEREST: Cinema, travelling, books

LANGUAGES: Polish (mother tongue), French (Fluent), English (Fluent) and Spanish (basic)