

MONIKA MITKA



Master of Psychology
Bachelor of Philology

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PROFILE

- ✓ Experience in Customer Service and Project Management
- ✓ Graduated from Psychology with specialization in Marketing
- ✓ Excellent communication skills, fluent in German, English, and Polish
- ✓ Innovative and growth mind-set, team player
- ✓ Efficient and result oriented working style
- ✓ Great time management and organization skills

CURRICULUM VITAE

Personal details

born on 22.05.1989

in Cracow, Poland

single

Polish

Work experience

08/2020 – 03/2021 Learning Frontend Development (see Education)

12/2019 – 06/2020 **Account Executive**

TMP Worldwide GmbH, Munich

- Ensuring the timeliness and quality of work delivered to clients
- Assimilation of media recommendations for clients
- Working with the Account Director and Client Strategist to manage all tasks to achieve client goals
- Managing projects
- Working with the analytic team on delivery of client KPI's
- Working with creative teams
- Providing localization

10/2018 – 11/2019 Sabbatical, traveling

04/2017 – 09/2018 **Foreign Language Correspondent**

Hoffmann Eitle Patent- und Rechtsanwälte PartmbB, Munich

- Supporting patent application projects
- Managing appointments and deadlines
- Telephone customer service
- Files management
- Maintaining office administrative system
- Formulating complex briefs and contracts
- Corresponding in German and English
- Planning, booking, and travel invoicing

11/2015 – 03/2017 Studies and relocation to Germany (see Education)

05/2015 – 10/2015 **Business English Teacher**

The Tower Sp. z o.o., Cracow

- Teaching, preparing teaching materials and documentation

- 05/2014 – 04/2015 **Depression Consultant**
 Psychiatric Clinic of Józef Babiński, Cracow
- Providing depression prevention consultations
- 06/2011 – 12/2012 **Data Operator**
 Luger and Makler Poland Sp. z o.o., Cracow
- Data processing
 - Writing job advertisements
 - Conducting call interviews
 - Front desk
 - Translating for the company's website
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Education

- 08/2020 - 03/2021 **Frontend Development,**
 Software Development Academy SDA
- 09/2020 - 02/2021 **Coding workshops: HTML, CSS, JavaScript, Bootstrap, React,**
 SheCodes
- 10/2013 - 09/2016 **English and German Philology,**
 Jagiellonian University, Cracow
Degree: Bachelor's degree
- 10/2015 - 09/2016 **English and German Philology, 2 semesters Erasmus**
 Ludwig-Maximilian-University, Munich
- 10/2008 – 09/2013 **Psychology with specialization in Marketing,**
 Jagiellonian University, Cracow
Degree: Master's degree
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Languages

Polish	Mother tongue
German	Fluent
English	Fluent
Russian	Basic

IT Skills

MS Office	Good
Lotus Notes	Intermediate
SAP ERP	Intermediate
Hansalog	Intermediate
HTML	Beginner
CSS	Beginner
JavaScript	Beginner
React	Beginner