



# Curriculum Vitae

## Personal details

Name: Agnieszka Liszka

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Telephone: -

## SKILLS

### TECHNICAL SKILLS

#### Programming Languages

- HTML, CSS, JavaScript, Python

#### Frameworks & Libraries

- Django, Flask, React, Bootstrap, jQuery

#### Databases

- PostgreSQL, SQLite

#### Version control system

- Git, GitHub

#### Software

- Visual Studio Code, Pycharm

#### MS Office

- VBA macros development

### TRAININGS

#### Python

- infoShare Academy "Python for Web" (Flask, SQLite) – intermediate level – (web scraping, big data analysis, creating web application)
- Udemy "Django 2 & Python The Ultimate Web Development Bootcamp"
- edX "Introduction to Computer Science and Programming Using Python"
- DataCamp "Intro to Python for Data Science"

#### Front-end

- Udemy "Front-end zaawansowany w 15 dni"
- Udemy „Programowanie w JavaScript"
- Udemy "React od podstaw"

### LANGUAGE SKILLS

- English: proficient in speech and writing (in daily business use since 2007)
- German: intermediate in speech and writing
- Spanish: beginner in speech and writing

### SOFT SKILLS

- Communication
- Listening skills
- Efficient time management
- Emotional intelligence

## PERSONAL PROJECTS

### Python

- car search web scraper (Python)  
Web scraping tool that enables to extract offers data from auction portals (allegro, olx, otomoto), input the data to the database and perform data analysis.
- car search web application (HTML, CSS, Bootstrap, Python)  
Web application created in Flask framework that enables data analysis of offers stored in the database.
- travelplanet scraper (HTML, CSS, Bootstrap, Python)  
Web scraper of travelplanet portal that enables to search vacation offers using various key words.
- 50 days programming challenge (Python)  
Improving coding skills by taking everyday programming challenge for 50 consecutive days.

### Front-end

- my photogallery (HTML, CSS, JavaScript, jQuery)  
Photo gallery web application for photographers showing their portfolio.
- to do list javascript oop (HTML, Bootstrap, JavaScript)  
To do list tool created using JavaScript Object Oriented Programming.
- stoper react (HTML, Bootstrap, JavaScript)  
Stoper created using React library.
- shopping list (HTML, CSS, Bootstrap, JavaScript)  
Shopping list created using React library.

Please see the details of my projects on GitHub: <https://github.com/aqnesliszka>

## EMPLOYMENT HISTORY

### IAG GBS

#### – Finance Analyst

11/2016 – present

#### Responsibilities:

- preparing monthly management reports, analysing results versus last year and versus financial plan
- calculating and raising invoices for management fees
- preparing the monthly journals (accruals and pre-payments)

#### Additional activities and achievements:

- implementing automation of creating monthly reports by means of VBA macros

Wyrażam zgodę na przetwarzanie moich danych osobowych dla potrzeb niezbędnych do realizacji procesu tej oraz przyszłych rekrutacji (zgodnie z ustawą z dnia 10 maja 2018 roku o ochronie danych osobowych (Dz. Ustaw z 2018, poz. 1000) oraz zgodnie z Rozporządzeniem Parlamentu Europejskiego i Rady (UE) 2016/679 z dnia 27 kwietnia 2016 r. w sprawie ochrony osób fizycznych w związku z przetwarzaniem danych osobowych i w sprawie swobodnego przepływu takich danych oraz uchylenia dyrektywy 95/46/WE (RODO)).

<b>State Street Services Poland – Senior Fund Accountant</b> 10/2012 – 11/2016	<u>Responsibilities:</u> <ul style="list-style-type: none"> <li>• coordinating and supervising the process of NAV calculation</li> <li>• ensuring accuracy and timely execution of NAV to the client</li> <li>• assisting co-workers in pricing issues</li> <li>• reviewing accounting transactions and resolving reconciliation issues</li> <li>• cooperating with various accounting support departments to resolve issues and queries</li> <li>• reviewing procedures and performing required updates</li> <li>• assisting team manager in his/her duties</li> </ul> <u>Additional activities and achievements:</u> <ul style="list-style-type: none"> <li>• practising Kaizen, Lean and continuous improvement methodologies in daily work</li> <li>• implementing a number of improvements to daily processes to pre-pricing, pricing and reconciliations tasks by means of excel VBA macros and functions (creating template with excel functions to improve process of preparing reconciliations issue log, creating macro to convert the fund codes for specific reports, fixing formulas in several spreadsheets)</li> </ul>
<b>State Street Services Poland – Fund Accountant</b> 03/2011 - 10/2012	<u>Responsibilities:</u> <ul style="list-style-type: none"> <li>• calculating the net asset value of funds, performing reconciliations, monitoring and resolving discrepancies</li> <li>• ensuring accuracy and submission of NAV to the client in a timely fashion</li> <li>• being the central point of contact for all accounting support departments</li> </ul> <u>Additional activities and achievements:</u> <ul style="list-style-type: none"> <li>• training newly hired staff and providing assistance with setting up their workstation (mapping drives, mailbox configuration, printer access; adding macros and Outlook rules)</li> </ul>
<b>Capgemini – Process Assistant</b> 10/2008 – 03/2011	<u>Responsibilities:</u> <ul style="list-style-type: none"> <li>• posting wires, checks, broker statements, internal money transfers and handling queries</li> <li>• performing reconciliation on General Ledger</li> </ul> <u>Additional activities and achievements:</u> <ul style="list-style-type: none"> <li>• implementing improvements to several processes using VBA macros, excel functions and conditional formatting (e.g. in process of creating wires annual report, checks daily report, cash tickets processing)</li> </ul>

EDUCATION		INTERESTS
<b>Cracow University of Economics</b> 2004 - 2009	<ul style="list-style-type: none"> <li>• Faculty of Economics and International Relations</li> <li>Field of study: Economics</li> </ul>	<ul style="list-style-type: none"> <li>• psychology (emotional intelligence, self management)</li> <li>• social dance, bachata</li> </ul>
<b>High School no.1 in Przemyśl</b> 2000 - 2004	<ul style="list-style-type: none"> <li>• Major: mathematics and computer science</li> </ul>	

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