




## PAULA JACH

### Contact details:

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 +48 691 055 464

### Socials:

- [www.github.com/PaulaJach](https://www.github.com/PaulaJach)
- [www.linkedin.com/in/paula-jach-26a22bb7/](https://www.linkedin.com/in/paula-jach-26a22bb7/)

### Personality highlights:

- self motivated
- punctual
- fast learner
- responsible

### Technologies:

- HTML5
- CSS3
- JavaScript/ES6
- Webpack
- Bootstrap
- Sass
- React & Redux (basics)
- node.js (basics)
- TypeScript (basics)
- Git
- RWD
- SEO (basics)

### Foreign languages:

- english: B2
- german: A2

### Hobby:

- singing
- playing the piano/guitar

## CURRICULUM VITAE

I am looking for my first job or intern as a Junior Frontend Developer. I am extremely motivated to improve my skills. I am a quick learner and I feel comfortable working in a group.

### EXPERIENCE

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#### 05.2019 - currently Freelancer

mostly focused on learning, but also I have created few commercial projects:

- [www.renowator.info.pl](http://www.renowator.info.pl)
- [www.babcia-helena.pl](http://www.babcia-helena.pl)
- [www.perfectfloor.pl](http://www.perfectfloor.pl)

#### 03.2019 - 03.2019 Office Assistant - Orzeł Sp. z o.o.

entering invoices into the accounting system, archiving company documents, answering phone calls and emails, creating different reports

#### 09.2017 - 01.2019 Personal Assistant of the Head Office - Solid Security Sp. z o.o.

answering phone calls and receiving emails, arranging head's office meetings, creating different kind of reports, ordering office supplies, preparing and archiving company documents, cooperation with all company departments and public institutions, assistance in organizing company trainings

#### 10.2016 - 07.2017 Junior Sales Specialist in Financial Services - Oney Polska S.A.

selling financial and insurance products, active obtaining of new customers, taking care of correspondence in the office, archiving documents in accordance with conventional procedures, creating sales reports, execution of cash transactions

#### 08. 2016 - 09.2016 Specialist in Customer Service - Nova Centrum Edukacyjne

#### 06.2016 - 06. 2016 Internship - remote work for De Gruyter Open

#### 09.2013 - 09.2013 Internship in the office - Prokuratura Rejonowa in Lublin

### EDUCATION:

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**10/2014 - 07/2016 Cracow University of Economics / Degree: MA**  
Branch of study: International Business  
Specialisation: Economy of International Business

**10/2012 - 06/2015 Pedagogical University of Cracow / Degree: BA**  
Branch of study: Internal Security

**10/2011 - 06/2014 Pedagogical University of Cracow / Degree: BA**  
Branch of study: International Relations

„I agree to the processing of personal data provided in this document for realising the recruitment process pursuant to the Personal Data Protection Act of 10 May 2018 (Journal of Laws 2018, item 1000) and in agreement with Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation)”.