



Paulina Nowak



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Mała Góra 15b/4, 30-864 Kraków

EDUCATION

09/2016 - 05/2019

XX Secondary school |
Szlak 5, 31-161 Kraków

10/2020 - now

Jagiellonian university | ul.
Grodzka 52, 33-332 Kraków
Studies: Comparative studies
of civilizations

SKILL HIGHLIGHTS

- English - C1
- Hindi - B1
- Chinese - A2 (plan to continue learning)
- Driver's license cat. B.
- MS Office's package - intermediate.
- Communication skill and open-mindedness.
- Customer service at the highest level.
- Commitment to the duties.
- Conscientiousness and precision.
- Very good organization skill.
- Willingness to constantly improve qualifications.
- Good manners.

SUMMARY

I am a creative person, who is not afraid of new challenges and love to learn new skills. Owing to my one month staying in China I have started to be fascinated about journeys, discovering new places, cultures and people. What characterizes me is conscientiousness, hard-work and commitment to my duties, which I am trying to do on the highest level. I would like to improve in my job independently from position I have and gain new abilities to expand my experience. I love to learn foreign languages and to program. Due to this, in July I have started Fullstack Developer 10-month course. In my job I find myself with people, with whom I can be myself.

EXPERIENCE

02/2019 - 05/2019

Castorama Polska Sp. z o.o | Kraków

Sales Advisor in the Horticulture Department

- Sale of goods.
- Adding commodity.
- Monitoring of deliveries and stock levels.
- Continuous broadening of knowledge about the products offered in the store.
- Maintaining a positive relations with clients.
- Customer service in the field of plant protection and garden care.

06/2019 - 01/2020

Columbus Coffee | Kraków

Barista

- Preparing sandwiches and cakes.
- Brewing and serving coffee and other drinks.
- Opening and closing cafe, in which settlement of revenues.
- Cleaning the workplace and keeping the premises tidy.

CERTIFICATIONS & PROJECTS

- Google certificate „Basics of Internet Marketing”.
 - Cambridge certificate - B2.
 - Sololearn certificate “SQL course”
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INTERESTS

I am interested in independent movies and Chinese and Japanese culture and history. I am very fond of going to art's exhibitions, learning foreign languages and to program. In my free time I like reading classics, fantasy books, and Asian writers works.

- Taking orders and billing guests.
- Taking care of equipment necessary for work.
- Cooperation with others baristas.
- Customer service, including foreigners.
- Recommending and selling products.
- Taking care of the good image of the company
- Maintaining positive relations with clients.
- Service cash register.

02/2020 - 08/2020

Coffeefield | Kraków

Bartender/Shift Supervisor

- Preparing sandwiches and cakes.
- Brewing and serving coffee and other drinks.
- Opening and closing cafe, in which settlement of revenues.
- Cleaning the workplace and keeping the premises tidy.
- Taking orders and billing guests.
- Taking care of equipment necessary for work.
- Cooperation with others baristas.
- Customer service, including foreigners.
- Recommending and selling products.
- Taking care of the good image of the company
- Maintaining positive relations with clients.
- Service cash register.
- Preparation of alcoholic and non-alcoholic beverages.
- Taking care of positive atmosphere at work and between employees.
- Coming up with interesting promotional campaigns.

09/2020 - 05/2021

McDonald's | Kraków

Restaurant worker

- Customer service in accordance with the standards of the premises.
- Keeping the kitchen and hall clean.
- Taking care of the highest level of preparing the food.
- Accepting cash and non-cash payments.
- Taking orders and serving food.
- Supporting restaurants in achieving their goals.
- Taking care of the good image of the company.
- Service cash register.
- Brewing and serving coffee and other drinks from the menu.

ADDITIONAL ACTIVITIES

- Activities for the Polish Association of Disabled People.
- Voluntary work at the Old Theatre in Kraków.
- 1st place in the international amateur volleyball tournament in Zlaté Moravce.

I agree to the processing of personal data provided in this document for realizing 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).