

## Wiktoría Popek

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### SUMMARY

Motivated and detail-oriented student pursuing an Associate's Degree in Multimedia Programming and Design, seeking an entry-level position or internship in graphic design or visual communication. Proficient in graphic design, user interface development, and multimedia software, with a strong foundation in visual storytelling and digital aesthetics. Experienced in customer service and retail, demonstrating excellent communication, time management, and problem-solving abilities. Reliable, hardworking, and committed to delivering high-quality work both independently and collaboratively. Eager to contribute creatively and grow professionally in a dynamic work environment.

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### Skills

Graphic Design: Adobe Photoshop, Figma.  
Programing skills: HTML, CSS,  
Soft skills: Customer Service, Administrative Support, Problem Solving.

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### Work History

**Assistant Manager** - *Evolve Health and Fitness, New York* – [December 2024 – Present]

- Recruited, hired, and trained new employees, ensuring a smooth onboarding process and team integration,
- Managed employee schedules to optimize staffing efficiency and ensure coverage during peak hours,
- Established relationships with new clients and secured contracts with corporate partners,
- Collaborated with team members to execute sales strategies.

**Receptionist**- *Evolve Health and Fitness, New York* – [April 2024 – December 2024]

- Greet and assist gym members and guests, providing excellent customer service,
- Manage phone calls, emails, and scheduling appointments,
- Handle membership inquiries, registrations, and renewals,
- Maintain cleanliness and organization of the reception area.
- Prepared and served a variety of nutritious juices, smoothies, and snacks tailored to members fitness goals.

**Receptionist** - *Amour the Hair, Manhattan, New York*– [March 2023 – January 2024]

- Greeted clients, handled appointment scheduling, and managed the salon's front desk,
- Provided customer service, addressed inquiries, and managed client concerns,
- Assisted with processing payments and managing salon transactions,
- Ensured the reception area was clean, organized, and welcoming for clients,
- Supported stylists and staff in various administrative tasks.

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### Education

**Associate Bachelor's Degree in Multimedia Programming and Design** - *Borough of Manhattan Community College (BMCC), New York* Expected Graduation: May 2026

**High School Diploma** - *Zespół Kształcenia Ustawicznego, Rzeszów, Poland* Graduated: May 2021

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### Certifications

- Google – Digital Marketing Certification,
- Figma - LinkedIn learning course,
- Photoshop – Udemy course,

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### Languages

English – Fluent, Polish – Native.