Adam Szweda

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• Portfolio website
• GitHub Repository

QUALIFICATIONS SUMMARY

Highly analytical and process-oriented professional skilled in recording, interpreting, and analysing data in fast-paced environments, with background in sales, digital marketing, and e-commerce project management. Possess knowledge of technologies like HTML, CSS, and JavaScript.

Team-player

- Experience working in a team-oriented and collaborative environment.
- Excellent verbal and written communication skills suitable for business and technical audience.

Programming

- Strong grasp of the best front-end development practices gained at CareerFoundry's bootcamp.
- Familiar with web front-end technology, including JavaScript with jQuery and Bootstrap.

E-commerce

- Broad knowledge of digital marketing ranging from organic, search, and display advertising.
- Dynamic and creative professional with extensive knowledge of both in-store and online retail experience.

Analytics

- Ability to leverage SQL and/or similar queries to analyse data.
- Proficient with dashboarding tools, including Excel, Tableau, Python, and experience solving problems with data querying using SQL.

EDUCATION

University of Nicolaus Copernicus in Torun, Poland 2009

History of Eastern Europe, Bachelor's Degree

LICENSES & CERTIFICATIONS

Online Education, since 2019 on

Full-stack Web Development Certificate, CareerFoundry.com

Intro to Frontend Development Certificate, CareerFoundry.com

The Complete Oracle SQL Certification Course, Udemy.com

Master SQL for Data Science – Jobreadyprogrammer.com

Python for beginners – Udemy.com | Software Testing Masterclass – Udemy.com

TECHNICAL PROFICIENCY

HTML, CSS, JavaScript (jQuery, Bootstrap, Node.js, React), SQL (PostgreSQL, Oracle APEX), Mongo, GIT and GitHub

PROFESSIONAL EXPERIENCE

Corrin Management, Home Office   **2021 – present**
Quantity Surveyor (QS)

Head of the QS Department in Corrin Management. Responsible for managing all aspects of the contractual and financial side of construction projects.

- Split 700 rows long Excel calculator into 12 linked tabs for easier access and more efficient use of data
- Automated report creation from calculations, ending the need to manually write the reports
- Constant close communication with project managers and architects, to ensure that the construction project is completed within its projected budget

Foreign Foods Ltd, Bournemouth   **2019 – 2021**
Shop Manager

Undertook store administration duties for over 1300 items such as ordering, products organisation, bar codes verification, price conversions, and profits management. Determined items and quantities of stock to be purchased and stored. Prepared promotional materials and displays. Ensured store compliance with health and safety regulations. Delivered excellent service to ensure high levels of customer satisfaction.

- Introduced SQL for financial and data analysis and used Tableau for presenting results to the owners
- Used SQL to identify best-selling items, pushed promotion of those items, and thus increased sales by 15% per quarter

Conduent Inc., Bournemouth   **2017 – 2019**
Technical Support

Provided technical support for Android OS users. Maintained excellent customer service and tech solutions with fields of expertise ranging from bug solving to emerging issues recognition.

- Record holder for most customer reported issues on the Polish Market in 2018 – over 1500 cases solved while 1300 was the average (15% more than the average)
- Invented floor-walking – a system where more experienced employees could volunteer to help others using a browser extension

CJC Furniture, Birmingham   **2015 – 2017**
Digital Marketing Manager

Planned and executed all digital marketing functions, including SEO/SEM, email, social media, and display advertising campaigns. Monitored and evaluated online media campaigns to optimize spend and performance based on insights. Utilised strong analytical ability to evaluate end-to-end customer experience across multiple channels and customer touch points. Utilised emerging technologies where appropriate to improve performance and sales.

- Created automated order confirmation message, including steps to take if an item arrived damaged, and slashed return cases by half
- Successfully combined existing price files to one, easy-to-read Excel file for faster margin of profit tracking
- Achieved and maintained feedback rating of 100% after reinventing work methodology and decreased order processing time