



[adriana.wisniewska@gmail.com](mailto:adriana.wisniewska@gmail.com)  
+48 728 884 506  
Warsaw, Poland

**Result-driven Data Analyst and BI Developer with over 5 years of experience in creating data-driven solutions using Power BI, Power Query and Excel.**

#### *Skills:*

Power BI	● ● ● ● ○
SQL	● ● ● ○ ○
Excel	● ● ● ● ○
Power Query	● ● ● ● ○
Power Automate	● ● ● ○ ○
Power Apps	● ● ● ○ ○
Jira	● ● ○ ○ ○
Confluence	● ● ○ ○ ○
Smartsheet	● ● ● ● ○
Cognos	● ● ○ ○ ○

# ADRIANA WIŚNIEWSKA



<https://www.linkedin.com/in/adriana-w/>

<https://github.com/adrwis/datapower>

## *Experience*

### **Financial analyst at HSBC**

Alten Polska Sp. z o. o., Poland, Cracow, Jul 2022 – present

- Coordinating a team of 5
- Creating analysis and reports– using Access, Power Query, Power BI
- Creating process maps and documentation (like live and video trainings, work instructions)
- Creating and implementing finance processes for around 40 projects (15m\$) in 2023
- Supporting team with budgeting, forecasting and resource allocations using tools such as Excel, Clarity, GPDM, Cognos (P&L)
- Creating automated files using Power Query with few different data sources
- Conducting trainings from finance processes for Product Owners/PMs and PMOs
- Conducting trainings from tools (Excel, Power Query, Power BI)

### **Smartsheet developer at Global Business Support department**

Zimmer Biomet Polska Sp. z o. o., Poland, Warsaw, Jun 2021 – Jun 2022

- Creating reports for the Global Transition Process for 14 different departments
- Supporting departments with reports and reporting – adjusting to their needs and conducting trainings
- Conducting tool trainings to global end users and other Smartsheet developers
- Creating a Continues Improvement app (innovation ideas implementation process and best practice data base) using PowerApps

### **Management Trainee and Facility Manager** and continued as a

### **BI developer and analyst at Project Management department**

ISS Facility Services, Poland, Warsaw, Sep 2018 – May 2021

- Managing directly and indirectly teams from 4 to 15 people
- Conducting internal audits
- Supporting Global Project for a customer from banking area in financial analyse and process automation using Power Automate and SharePoint
- Creating analysis – financial and non-financial using SharePoint and Power BI
- Creating reports for the Board – using Power BI and SharePoint
- Conducting Novatorium Project – innovation ideas implementation process and best practice data base – using Power Platform (Power BI, PowerApps, Power Automate, SharePoint)
- Conducting needs and market analysis for Time and Attendance Project for key customers
- Implementing automations, using SharePoint, Power BI and Power Automate

## Experience

---

**Junior Project Manager** at Employer Branding department  
Jeronimo Martins, Portugal, Lisbon, Feb 2018 – Aug 2018

- Supporting the creation of Management Trainee, Summer Internship and Campus Ambassador Programmes
- Preparing Employees Satisfaction questionnaire and creating analyse and report from it

**Management Trainee** and continued as a **specialist** at Store Excellent department  
Jeronimo Martins, Poland, Warsaw, Jul 2017 – Jan 2018

- Coordinating IT projects (Sound System, Digital Expositor Folders)
- Administrating IT tools which support staff in stores

**Specialist** at Customer Service and Logistics department  
Robert BOSCH Sp. z o. o., Poland, Warsaw, Feb 2016 – May 2017

- Payments monitoring and commercial warranty handling
- Accounts receivable management and account management
- Handling orders and delivery schedules using SAP system

## Education

---

**SGH Warsaw School of Economics**, Warsaw

Postgraduate studies: Quality Manager (2020 – 2021)

*Relevant Modules:* Lean Management, Six Sigma, Kaizen

**University of Social Sciences and Humanities**, Warsaw

Master Diploma in Clinical Psychology (2012 – 2017)

*Relevant Modules:* Human Qualities; Statistics; Psychological Counselling; English in Psychology

**Warsaw University of Technology**, Warsaw

Engineering Diploma in Management and Production Engineering (2012 – 2016)

*Relevant Modules:* Construction; Organisation of Production; Structural Engineering; Statistics; Finance and Accounting; Basic Italian

**XV Narcyza Żmichowska High School**, Warsaw

French Baccalaureate Diploma (2007 – 2012)

*Relevant Modules:* Advanced curriculum in Mathematics and Sciences

- Rotary Youth Exchange Programme, 2009 - 2010 (ANGLO High School, Penápolis, Brasil)

## Training and certifications:

---

- **Project Engineering** workshops by PMArt Engineering Research Group, Warsaw 2014
- **Project Management** workshops by: INCODO coaching & training, Warsaw 2016; Robert BOSCH Sp. z o. o., Warsaw 2016
- **User Experience** workshop by: USWPS, Warsaw 2017
- **PRINCE2® Foundation** Certification Training, AXELOS Global Best Practice, Warsaw 2020
- **Internal auditor**, SGH Warsaw School of Economics, issued 2021
- **Business Analytics in Power BI** workshops by: LabMasters, Warsaw 2022
- **SQL basics and intermediate** workshops by: LabMasters, Warsaw 2023

## Languages:

---

Polish - Native

English - Advanced

Portuguese - Intermediate (Certificate CELPE-Bras)

Italian - Basic

Wyrażam zgodę na przetwarzanie moich danych osobowych dla potrzeb niezbędnych do realizacji procesu rekrutacji (zgodnie z ustawą z dnia 10 maja 2018, poz. 1000) oraz zgodnie z Rozporządzeniem Parlamentu Europejskiego i Rady (EU) 2016/679 z dnia 27 kwietnia 2016 r. w sprawie ochrony danych osobowych w sprawie swobodnego przepływu takich danych oraz uchylenia dyrektywy 95/46/WE (RODO).

I hereby consent to my personal data being processed for purpose of considering my application for the vacancy.