

# ALEX WOJCIECHOWSKI

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[https://alexuflexu.github.io/Alex\\_Portfolio](https://alexuflexu.github.io/Alex_Portfolio)

## PROFILE

Experienced office professional with 5 years in warehouse administration and accounting assistance. Developed strong attention to detail and creative problem-solving skills through diverse responsibilities. Recently completed CareerFoundry Full Stack Developer program, eager to apply new technical knowledge. Seeking remote opportunities to leverage administrative expertise and growing tech skills in a dynamic environment.

## WORK EXPERIENCE

- 2023

Arvato Benelux B.V. | Heijen, Netherlands

Service Delivery Officer

  - Provide quality service and support to clients, managing correspondence, complaints, and issue resolution.
  - Create delivery schedules and troubleshoot system issues.
- 2020 - 2023

Arvato Benelux B.V. | Heijen, Netherlands

Warehouse Support Specialist

  - Create and manage delivery schedules, ensuring efficient allocation of resources and optimizing logistics.
  - Oversee inbound and outbound deliveries, maintaining accurate records and ensuring timely processing.
  - Compile and distribute daily reports, providing key insights to management for informed decision-making.
  - Lead problem-resolution efforts, addressing logistics challenges and implementing effective solutions.
- 2018 - 2019

ADD Project | Częstochowa, Poland

Accountant Assistant

  - Manage personnel services, including contracts, personal acts, and attendance records.
  - Handle payroll processing, accounting allocations, and invoicing tasks.

## EDUCATION

- 2012 - 2018

UNIVERSITY OF ŁÓDŹ

  - Bachelor of Culture Studies
  - Master of Culture Studies, specialisation: Film Studies

## SKILLS

- HTML, CSS, JavaScript
- Responsive Web Design
- Problem-Solving
- Time Management
- Attention to Detail
- Critical Thinking
- Adaptability

## COURSES

CareerFoundry GmbH  
Full-Stack Web Development Program (2024)

## LANGUAGES

- Polish (native)
- English (advanced)
- German (basic)