

# Anastasia Etelka Forczek

+1 (857)-453-0841 | [aforczek@bu.edu](mailto:aforczek@bu.edu) | [anastasia@topselection.co.uk](mailto:anastasia@topselection.co.uk) | [LinkedIn](#)

## EXPERIENCE

---

### **Intelligence Assist** | Sydney, Australia

Oct 2025 – Dec 2025

#### *AI Project Manager Associate*

- Designed an AI Tools Knowledge Hub in Notion, a client-facing resource showcasing 40+ platforms to enhance transparency and product accessibility.
- Managed cross-functional delivery, delegating tasks, tracking timelines, and coordinating with the web designer for on-time launch.
- Developed and optimized AI agents in Copilot eliminating ~2 days of monthly manual reporting via prompt engineering and iterative testing to resolve limitations and ensure consistent, high-quality outputs.
- Delivered client training sessions simplifying complex AI systems and reducing manual reporting time by several days per month.

### **Standard Chartered Ventures – Zodia Custody** | London, UK

Jun 2025 – Aug 2025

#### *Revenue Operations Intern at a crypto custodian scaleup*

- Led the enhancement and structured rollout of a custom HubSpot CRM reporting tool, turning previously incomplete and inaccurate sales data into reliable reporting used by executives and investors, improving reporting accuracy across sales and operations.
- Conducted market and user research to uncover growth opportunities, shaping roadmap priorities and investment decisions.
- Partnered with senior leaders to implement a Slack-based solution, improving cross-departmental communication and shifting reporting from a case-by-case basis to a daily cadence.
- Wrote user stories for the development team to support the launch of a new Canton blockchain-based custody product.

### **Top Selection LTD** | London, UK

May 2025 – Jun 2025

#### *Sales and Product Data Analyst*

- Analyzed sales and stock data to forecast demand, leading to a 20% reduction in excess inventory and informing future purchasing decisions.
- Reconciled product movements across Sales, Operations, Finance, and external warehouses.

### **Boston University Consulting Group** | Boston, MA

Sep 2024 – Dec 2024

#### *StrategyLab Consulting Finalist*

- Collaborated on a team to research and develop data-driven profitability recommendations for a global hotel group
- Placed 2nd out of 20 teams by presenting recommendations to the executive board.

### **Connaught Hotel** | London, UK

Jun 2024 – Aug 2024

#### *Lobby Host*

- Resolved high-priority guest complaints in a five-star environment by coordinating cross-department efforts, ensuring swift, service-driven resolutions and sustained guest satisfaction.
- Coordinated with cross-functional teams to ensure smooth VIP and event execution.

## EDUCATION

---

### **Boston University** | Boston, MA

Graduation May 2027

#### **Bachelor of Arts in Physics and Chemistry, Minor in Business Administration and Management**

GPA: 3.86

- First Year and Second Year Spring Dean's List
- Semester Abroad in Sydney Australia

Aug 2025 – Dec 2025

## OTHER

---

- Proficient in all Office, HubSpot and Zoho CRM systems
- Bilingual proficiency in Hungarian
- Interests in international travel, hiking, trying new sports and activities, cooking