



# Aneta Kozak

In my case, software testing gradually developed from a field of interest into determined actions. I focus on acquiring knowledge, which resulted in getting the ISTQB Certificate. In order to grow as a Software Quality Assurance Specialist / Software tester I want to learn from more experienced colleagues and get to know the processes of producing software in practice.

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## WORK EXPERIENCE

### Office Administrator Wolszewski sp. z o.o.

09/2017 - Present

*The company specializing in the construction of all sanitary and industrial installations*

#### Tasks

- Human Resources management, including preparing and conducting training for company's employees, monitoring the validity of occupational medicine examinations, managing employees' work schedule
- Preparing offers, contracts and public tenders as well as negotiating prices and conditions of the deals
- Managing of the financial documents in the internal system
- Filing and archiving documents as well as making sure they are properly cascaded within the company
- Providing office supplies and sanitary facilities for employees on construction sites

## NON-COMERCIAL EXPERIENCE

### Crowdtesting Project CHERRY-IT (01/2021 - Present)

- Work in SCRAM methodology
- Logging and managing bugs using the Bugtracker tool

### Platform uTest.com (10/2020 - Present)

- Performing manual tests of mobile and web application
- Executing test cases
- Creating bug reports
- Writing the summary and rating the product quality

## EDUCATION

### MSc in IT methods in environmental protection AGH University of Science and Technology in Krakow

03/2015 - 11/2016

### BSc in Environmental protection

AGH University of Science and Technology in  
Krakow

10/2011 - 02/2015

## TECHNICAL SKILLS

Knowledge in the field of software testing methodology



Python



SQL



HTTP Protocol



Testing REST API



Experience with Windows and Linux



Git



Postman



Computer Networks



## SOFT SKILLS

Analytical thinking, problem solving and research skills

Communicative, team player

Proactive and self-motivated

## CERTIFICATES

ISTQB Certified Tester Foundation Level (05/2020 - Present)

## LANGUAGES

English



## INTERESTS

Mountain trekking

Pilates

Adventure books, reportages