# 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

## 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

| Skill | Level |
|---|---|
| Knowledge in the field of software testing methodology | ●●●○○ |
| SQL | ●●○○○ |
| Git | ●●○○○ |
| Python | ●○○○○ |
| Experience with Windows and Linux | ●○○○○ |
| Computer Networks | ●○○○○ |
| Postman | ●○○○○ |

## 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