

# Paulina Buśko

## Personal Info

**Email**  
busk.paulina@gmail.com

**Phone**  
+48 692003843

**Address**  
Tallin, Estonia

## Skills

HTML/ CSS

JavaScript

Intellectual Property Law

GDPR

## Certificates

2020-03

**Google My Business Basics**

2015-01

**Civil law in practice**

## Courses

2021-01

**CompTIA IT Fundamentals ITF+ (FCO-U61)**

2020-09

**The Web Developer Bootcamp**

2020-06

**Project Management in Practice - Monitoring, Controlling and Change Management**

2020-06

**General Data Protection Regulation (GDPR)**

## Education

2013-10 - 2018-10

**Opole University**

*Master's degree, Law*

Trademark Distinctivness

## Experience

2020-11  
- 2020-12

### Account Manager for Polish Market

*ZP Services LTD, Malta*

Investment platform

- **Account Management:** Building a strong relationship with active clients to ensure the highest level retention via understanding clients interests and needs.
- **Analysis:** Carrying out in-depth research, tracking market moves, to help clients determine the market's highest return on investment. Facilitating an additional meeting for any forecast and updates.
- **Problem Solving:** Helping all aspects of the relationship with clients daily to day operations. Including working side by side with other team members and assist them.

2019-09  
- 2020-08

### Model Manager Project Support

*Alpha Mode, Japan*

Model Agency

- Resolve issues and troubles of model members and reporting to agency owner (CEO)
- Managing other models
- Tracking multiple model member's work hour, schedule and issues
- Recruited Model Manager
- Coordinate communication between agency owner and model's mother agency

2018-09  
- present

### Fashion Model

*EC Management, Poland*

Model Agency

- Exercise effective communication and follow up during the project
- Meet clients and understand their requirements as well as explained expected project outcomes

2018-07  
- 2018-09

### Paralegal Intern

*Kancelaria Adwokacka Orgacki & Stadnicki, Poland*

Law Firm

- Analyze and track data, informing Internship Manager of status updates
- Read and interpret legal provisions and rulings
- Prepare and present various documents, including forms, letters pleadings and legal advice to management and clients
- Coordinate tasks and schedules to consistently complete projects on time

2017-04  
- 2018-10

### Consultant/ Sales Manager

*SEPHORA Polska Sp. z o.o. , Poland*

Beauty Products

- Assign tasks to the team and monitor progress
- Analyze and track data, budget, and KPI, informing team members of status updates and projections
- Responsible for store's daily operations
- Lead onboarding training for new employee's and product training
- Prepare comprehensive weekly and monthly reports and operational documents to regional management
- Interact with the team to troubleshoot issues and suggest possible alternative solutions