

# Paulina Buśko

2 years of experience in sales management. 3 years of experience in client communication including managing client expectations, planning schedules, and coordinating team. 2 years of experience in Asian fashion market particularly in Japan.

## Personal Info

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

**Address**  
Msida, Malta

## Skills

HTML/ CSS

JavaScript

jQuery

Intellectual Property Law

GDPR

## Languages

Polish   
Native  
English   
Proficient  
Japanese   
Conversational

## Certificates

2020-03

**Google My Business Basics**

2018-05

**Japanese, A1 Level**

2015-01

**Civil law in practice**

## Experience

2019-09  
- 2020-08

### Alpha Mode

*Model Manager Project Support*

- 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

### EC Management

*Model*

- 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

### Kancelaria Adwokacka Orgacki & Stadnicki

*Paralegal- Intern*

- 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

### SEPHORA Polska Sp. z o.o.

*Consultant/ Sales Manager*

- 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, high-volume customer service, monitoring and driving sales goals
- 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

## Education

2013-10  
- 2018-10

### Opole University

*Master's degree, Law*

Trademark Distinctivness

## Courses

2020-09

### The Web Developer Bootcamp

2020-06

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

2020-06

### General Data Protection Regulation (GDPR)