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# CURRICULUM VITAE

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MACIEJ  
PAWELEK

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MPAWELEK81@GMAIL.COM



[HTTPS://GITHUB.COM/DARKMAG81](https://github.com/DARKMAG81)



0871 381 605

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## GENERAL INFO

EXPERIENCED CONTRACT  
ADMINISTRATOR (10 YEARS)

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## SKILLS

Computer Literacy, Attention  
to Details, Initiative, Critical  
Thinking, Problem Solving,  
Strong numeracy skills  
Communicative and Friendly,  
ECDL Cert , Proficient in MS  
Word, Excel, PowerPoint,  
Access and Outlook , IT  
Support and Maintenance,  
HTML5, CSS3, PHP,  
JavaScript/Jquery, Python,  
Bootstrap, SASS,  
Driving License (Full B)

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## PERSONAL STATEMENT

Efficient and organized Web Developer Student. Holds a positive attitude to professional development. Excels in collaboration, possesses a proven record of inspiring others. Possess good skills in Wordpress, HTML5, CSS3, JavaScript and Python. Basics knowledge of VB, C++. Seeking a challenging web developer role in order to develop and gain further skills.

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## EXPERIENCE

### G.O. AND PROJECT ADMINISTRATOR AT DHL DUBLIN

June 2007 – Feb 2018

**Kraft / Mondelez, F-Stop Gear, Glanbia, Ocean Healthcare and Edwards Lifescience** Administrator:

- Maintained good relations with customer,
- Arranged special Events with customers,
- System Work (SAP, Oracle Unison based applications),
- Super-user (Resolve client's system issues, client's maintenance),
- Created working database application for **F-Stop Gear**

(MSOffice with VB),

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## EDUCATION

### LEAVING CERT / 2001

General Secondary School (Poland)

### SCQF LVL 8 / NFQ LVL 6 / 2018

Code Institute (Dublin)  
(Student)