Karolina Pacanowski

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Professional Experience

New Castle Building Products, 2010 – 2011  
*Director of Marketing / Assistant to CEO / Fleet Compliance Administrator*

* Meet demanding schedule of busy Westchester County building supply office.
* Answer phones, e-mails and compose business letters.
* Make travel arrangements, schedule and organize meetings for company CEO.
* Responsible for keeping a fleet of 30 vehicles in compliance in accordance with the DOT.
* Produce quarterly taxes, budget reports and presentations for meetings.
* Monitor and manage compliance of company policies and procedures.
* Maintain company website.

First County Bank, 2004 – 2010  
*Marketing Specialist / Events Coordinator*

* Coordinated special events, including Branch Grand Openings, product launches, bankwide meetings, customer seminars and trade shows.
* Worked closely with vendors.
* Developed, implemented and maintained the Bank’s merchandising program.
* Produced marketing budget reports.
* Received and processed all invoices and expense charges.
* Typed, proof read and edited correspondence to produce final documents.
* Assured effectiveness of promotional campaigns and suggested changes as appropriate.

Education

Norwalk Community College – Norwalk, CT  
  
Norwalk High School – Norwalk, CT

Other

* Fluent in Polish
* Highly proficient in the following: Microsoft Office, MS Word, MS Excel, MS PowerPoint, Adobe Photoshop, Adobe Illustrator, Adobe DreamWeaver.
* Excellent communication skills; both oral and written.
* Exceptional organizational skills.