

Krystian Kula

Aberdeen, UK | kula@krystian.ch

Skills

- Technical: Python, GIS, data analysis, technical writing, MS Office
 - Professional: Office administration, cash handling, inventory management
 - Personal: Clear communication, initiative, teamwork, adaptability
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Experience

Colleague & Baker | Tesco February 2024 – Present

- Served customers to meet their needs, intuitively accommodating customers requiring additional assistance .
- Resolved customer complaints with patience and sensitivity, informing them clearly to manage expectations of how the issue could be ameliorated.
- Made timely decisions on staff deployment based on customer flow and took responsibility for cash handling operations, ensuring accuracy and security.
- Ensured accurate inventory management by ordering consumables, counting stock levels, and keeping warehouse space tidy.
- Minimised waste by analysing waste collection data, reducing and increasing output as needed.

Office Administrator | POLBooks September 2020 – December 2023

- Aided in digital filing and organisation.
- Prioritised fulfilment of purchase orders, quotes, invoices, to satisfy customer deadlines and employer obligations.
- Ensured calendars were kept conflict-free, providing relief when necessary.

William Whitehall Studentship Project | University of Aberdeen July 2023

- September 2023

- Communicated clearly, in writing, through academic reports and original figures, using GIS software
- Learned where answers could be found and who to consult for guidance when tackling new problems.
- Listened to fellow researchers' ideas and implemented new workflows in my approach.
- Set clear goals and took initiative in unsupervised research settings.
- Ref: m.j.hole@abdn.ac.uk

QUADRAT Internship | University of Aberdeen June 2022 - July 2022

- Short-form research helped with my scientific photography, utilising a mirrorless camera as well as microscope photography software, to then automate and glean aspect ratios of plant debris.
- Followed relevant policies and procedures when working with gases, fume cupboards, and furnaces.
- Delivered quality support for an associate's PhD through detailed academic note-taking.

Machine Operator | Self Employed Summers 2019 to 2021

- Maintained composure and focus when faced with setbacks, safely working in and around heavy machinery.
- Supported outside contractors to help attain long-term projects despite seasonal and operational challenges.
- Delivered diverse projects to client specifications and deadlines, including tree planting, pitch levelling, and drainage installation.

Office Administrator | S&F International Summers 2018 to 2020

- Streamlined workflow and maintained organised workspace, allowing colleagues to perform smoothly.
 - First line of contact between customers and executives, passed on messages effectively and with my own discretion.
 - Contributed to achieving a paperless office, identifying ways to use technology for efficient results.
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Education

- Designated Degree Geology | University of Aberdeen 2020 - 2025
 - Worked collaboratively and presented in group settings to an informed audience.
 - Delivered scientific reports to a deadline.
 - Managed my time and take ownership of tasks allotted me as part of a team.
 - A-Levels | Sir William Borlase Grammar School | Chemistry: C, English: B, Geology: A*
 - GCSEs | Gunnersbury Catholic School for Boys | 11 GCSEs at an 8.6 Avg. (1-9 grading)
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Activities

- Chief Scouts Gold Award, Proficiency in air-rifle shooting, Public speaking certificate (level 3), Technical theatre (two BTECs, lighting and sound for the stage & stage management), Year at Beaconsfield Young Theatre Company, Computer building.
- Interest in data science, learning SQL, proficient in Excel. I am a quick and avid learner.
- Bilingual in Polish and English.