

## Personal information and contact

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## Experience

01.2021 - present ADP Poland – HR and payroll solution Bielsko - Biala

ADP is a world leader in HR and payroll solutions for hundreds of its clients.

Position: **Supporting the Integration of operational solutions specialist**

**Responsibilities:** Designing, testing and implementing new applications and processes for the circulation and handling of HR and payroll documents.

04.2014 – 01.2021 SADI Poland – Customs Agency Bielsko - Biala

SADI Poland is a company that deals with customs clearance, tax registration, Intrastat statistic and excise declarations, domestic and international shipping, warehousing and distribution of goods for the FCA group. (now Stellantis group).

Position: **Expert in customs matters**

**Responsibilities:** : Implementation of the SAP GTS system in Poland, writing procedures and participating in improvement projects, generating Intrastat declarations for FCA group in EU, measuring of KPI quality indicators, preparing customs declarations, creating reports and answering queries, implementation of ISO, AEO, WCM standards in the company.

06 – 10.2011 CampAmerica Starlight, USA

CampAmerica is a work & travel cultural exchange program for students. It is one of the largest and oldest programs of this type.

Position: **Guardian**

2005 – 2012 FAPI (electric installation company) Ustron

FAPI is a company that deals with the assembly of electrical installations and monitoring systems. The work was performed during vacation periods and non-study time.

Position: **Installer**

## Education

2010 – 2012 University of Economics Cracow

- Master's degree of International Trade

2006 – 2009 University of Bielsko - Biala Bielsko – Biala

- Bachelor degree of International Relationship

2003 – 2006 Comprehensive Secondary School Cieszyn

- Profile: Mathematics- Physics – IT

## Languages

- English – B2
- German – A1
- Italian – A1

## Skills

- Microsoft Office Excel and Access
- SQL, Visual Basic
- SAP and other ERP systems
- JavaScript, HTML, CSS, Python
- Customs Agent License from 2017 year
- Driving license
- Hobby: Snowboard, volleyball, basketball, travels, 3D graphic and print, programming, IoT