



Contact

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Address

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Education

2022-2023

Postgraduate studies, Design and implementation of e-learning

European University of Applied Sciences
Fr. Józef Tischner

2004-2009

Master of Science (M.A.), Political Science

Maria Curie-Skłodowska University
in Lublin

2003-2005

Post-secondary part-time study vocational studies ending with the title of IT technician

Lublin Vocational Education Center

Anna Koziej

Training and E-learning Specialist

I have over 10 years of experience in the training industry, which allowed me to gain deep knowledge and skills in this field. My main competencies as a training coordinator include effective planning, organization and management of various training projects.

I am also an expert in creating and implementing e-learning solutions, which allows for the effective delivery of educational content using modern technologies, including AI technologies.

My skills and experience are valuable assets in the field of training and e-learning, allowing me to effectively support the development of both training participants and the organization as a whole.

Experience

2023 - now

Enablers sp. z o. o.

Project Manager

- Project office management - supervision of current activities to ensure efficient implementation within budget and compliance with plans and schedules.
- Administrative management of a team of Agile Coaches and Scrum Masters, including coordinating their activities, providing support and ensuring effective cooperation within the team.
- Establishing business relationships with clients and partners - building and maintaining contacts, including developing cooperation and acquiring new business opportunities.
- Designing and implementing internal processes in the company aimed at optimizing efficiency and productivity.
- Organization of training - planning, coordination and implementation to ensure its professional course.
- Marketing support, including developing and implementing strategies for promoting products, services and events.

2020 - 2022

SWPS University

E-learning Specialist

- Administration of the Moodle e-learning platform, ensuring its smooth operation and user satisfaction: managing user accounts, permissions and solving any problems with the platform.
- Providing technical and methodological support to lecturers and course authors, helping them navigate the platform and optimizing course content.
- Creating e-learning courses using the Articulate 360 platform.
- Provide operational and administrative support to the department, such as documentation creation and maintenance.

Certificates

Prince2® Foundation - accredited training ending with certification

Agile PM Foundation - accredited training ending with certification

Skills

- MS Office
- Articulate 360
- Moodle
- WordPress
- Canva
- HeyGen
- Leonardo.Ai
- Adobe Illustrator
- Vyond
- JIRA

Languages

Polish ━━━━ ●
English ━━━━ ●

How I work

- dynamic and energetic
- task-oriented
- creatively and effectively

2017 - 2020

Soflab Technology Sp. z o. o.

Training Coordinator

- Planning and coordination of training activities, including ensuring their efficient implementation and timeliness, analyzing the training schedule and providing the necessary resources.
- Logistical support in the field of training: providing a trainer, booking space, equipment configuration and purchase of materials.
- Supervision of the team's document repository, organization and coordination of the creation of training materials.
- Collaboration with clients to effectively organize training events.
- Maintaining and updating the training department website.
- Administering the Moodle e-learning platform, ensuring its functionality and supporting users in technical matters.
- Monitoring the payment of invoices for training and coaching services and supervising the purchase of licenses and training vouchers.

2016 - 2017

Altkom Akademia S. A.

Training Coordinator

- Planning and coordinating training activities to ensure effective implementation and achievement of training objectives.
- Close cooperation with trainers and the sales department to adapt training programs to market requirements and customer needs.
- Ordering, organizing and archiving training materials, maintaining an efficient system of their availability and use.
- Cooperation with accreditation and examination institutes: APMG and PeopleCert to facilitate the organization of examinations and certification processes.
- Manage exam schedules and aim to support candidates throughout the certification process.

2014 - 2016

Altkom Akademia S. A.

Training and Examination Specialist

- Support for Pearson Vue, Prometric and Certiport exam platforms - technical assistance for users and solving problems related to the use of these platforms.
- Cooperation with the APMG accreditation and examination institute in the field of exam management, including: ordering, printing, scanning and returning exam forms, as well as the distribution of certificates.
- Cooperation with trainers when preparing training materials.
- Contact with customers via e-mail and telephone to effectively respond to inquiries and provide necessary information.
- Creating reports and summaries and archiving documents.